

# BLOOMSBURG UNIVERSITY OF PENNSYLVANIA ON-CAMPUS WORK-STUDY POSITIONS

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**POSITION** Office Assistant

**POSTED** 5/22/2017

**DUTIES**

Greeting visitors to the Human Resources/Payroll office, responding to phone calls, assisting staff, students and off campus visitors with questions, preparing mass-mailings, filing, word processing, photocopying, deliveries throughout campus and other office functions as needed.

**REQUIREMENTS**

MUST BE ELIGIBLE FOR WORK STUDY AND MUST HAVE ALL REQUIRED PAPERWORK COMPLETED through Financial Aid Office.

Student employees must exhibit professional manner on phone and in-person dealing with campus personnel, students, and visitors. It is imperative that student employees understand need for confidentiality, dependability and punctuality in attendance and in work projects. Must be trustworthy due to confidential nature of materials produced in Human Resources/Payroll. Work study students are required to wear business casual dress.

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

Job requires a high-level of accuracy in assignments.

Student should maintain a 2.0 GPA to be considered for this position. Freshman and sophomore students encouraged to apply.

Please email Karen Hicks, student supervisor, at khicks@bloomu.edu to request an interview.

**DEPARTMENT** Human Resources & Labor Relations

**CONTACT** Karen Hicks

**PHONE** 389-4416

**AID TYPE** Federal or State

**E-MAIL** khicks@bloomu.edu

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# BLOOMSBURG UNIVERSITY OF PENNSYLVANIA ON-CAMPUS WORK-STUDY POSITIONS

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**POSITION** Chaperones

**POSTED** 5/12/2017

**DUTIES**

BU students to work as night-time dormitory chaperones for a group of high school students during the week of June 17 - June 24. Hours: 6:00 p.m. -- 8:00 a.m. Duties include creating and implementing appropriate evening activities for the group, and ensuring that the program participants abide to the rules of the program while they are in the dormitory. Eligible candidates for this position cannot have another job on campus nor be scheduled for classes during the week of the program. Please contact Dr. Donahue, Chair, Department of Languages and Cultures at [cdonahue@bloomu.edu](mailto:cdonahue@bloomu.edu), for more information.

**REQUIREMENTS**

**DEPARTMENT** Languages & Cultures

**CONTACT** Dr. Donahue

**PHONE**

**AID TYPE**

**E-MAIL** [cdonahue@bloomu.edu](mailto:cdonahue@bloomu.edu)

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**POSITION** Administrative Assistant EASC Summer 2017

**POSTED** 5/9/2017

**DUTIES**

Intern will assist the Director and Manager with day-to-day needs. Assist in creating and maintaining files, run errands to the Hospital and order and stock office inventory. Develop, design and enter data into reports to generate spreadsheets/graphs for trending and tracking. Provide support to office and nursing staff (copies, forms, calls, etc). Performs similar or related duties as required or requested. Proficiency in all Microsoft Office Products (Word, PowerPoint, Excel and Outlook). Maintains a neat and clean work area. Pennsylvania state police criminal record check, child abuse clearance and an FBI criminal history check required.

**REQUIREMENTS**

Must be PHEAA State Grant eligible. The position is at Evangelical Community Hospital, Lewisburg, PA. Apply at <http://www.evanhospital.com/jobs/job-search>

**DEPARTMENT**

**CONTACT**

**PHONE**

**AID TYPE** State

**E-MAIL**

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# BLOOMSBURG UNIVERSITY OF PENNSYLVANIA ON-CAMPUS WORK-STUDY POSITIONS

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**POSITION** Nutritional Service Assistant Summer 2017

**POSTED** 5/9/2017

**DUTIES**

This position will assist with patient food service functions: room service/call center (taking menu orders), tray line/meal assembly, and updating CBORD database for diet compliancy. This position will visit patients during meal time to determine satisfaction of meals and document feedback on log. Additional duties will include conducting nutritional analysis of the Dining Services menu for publication on the hospital intranet and the patient menu and pertinent food service related projects. This position will research and update ingredient lists for food allergens of food served in the Dining Room and to patients. This exposure will serve as a foundation for an individual seeking higher education in the nutrition/food service field. Pennsylvania state police criminal record check, child abuse clearance and an FBI criminal history check required.

**REQUIREMENTS**

Must be PHEAA State Grant eligible. This position is at Evangelical Community Hospital, Lewisburg, PA. Apply at <http://www.evanhospital.com/jobs/job-search>

**DEPARTMENT**

**CONTACT**

**PHONE**

**AID TYPE** State

**E-MAIL**

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# BLOOMSBURG UNIVERSITY OF PENNSYLVANIA ON-CAMPUS WORK-STUDY POSITIONS

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**POSITION Patient Experience Assistant Summer 2017**

**POSTED** 5/9/2017

**DUTIES**

The primary purpose of this position would be to provide support for the Patient Experience Team (Volunteer Services, Patient/Guest Relations and Gift Shop). Work directly with volunteers, patients, customers, and all Hospital personnel in all areas of the hospital. Duties will vary daily based on department need. Basic computer and organizational skills are preferred. A positive attitude and compassion and willingness to assist our patients and guests is a must. Pennsylvania state police criminal record check, child abuse clearance and an FBI criminal history check required.

**REQUIREMENTS**

Must be PHEAA State Grant eligible. The position is at Evangelical Community Hospital. Apply at <http://www.evanhospital.com/jobs/job-search>

**DEPARTMENT**

**CONTACT**

**PHONE**

**AID TYPE** State

**E-MAIL**

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**POSITION Patient Access Representative Summer 2017**

**POSTED** 5/9/2017

**DUTIES**

Duties include welcoming patients, accurately gather, verify and record all pertinent information required to comply with medical regulations and to produce correct statistical information. Verify all tests and procedures ordered meet medical necessity criteria. Verify insurance benefits for all patients. Pennsylvania state police criminal record check, child abuse clearance and an FBI criminal history check required.

**REQUIREMENTS**

Must be PHEAA State Grant eligible. Position is at Evangelical Community Hospital. Apply at <http://www.evanhospital.com/jobs/job-search>

**DEPARTMENT**

**CONTACT**

**PHONE**

**AID TYPE** State

**E-MAIL**

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**BLOOMSBURG UNIVERSITY OF PENNSYLVANIA  
ON-CAMPUS WORK-STUDY POSITIONS**

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**POSITION Central Scheduling Assistant Summer 2017**

**POSTED** 5/9/2017

**DUTIES**

The Central Scheduling intern will scan documents into RASi and assist with other projects with minimal training. Intern may also be trained on the pre-registration process. Knowledge of Microsoft Office required. Duties will vary based on the department's needs and the skill level of the student. Pennsylvania state police criminal record check, child abuse clearance and FBI criminal history check required.

**REQUIREMENTS**

Must be PHEAA State Grant eligible. Position is at Evangelical Hospital, Lewisburg, PA. Apply at <http://www.evanhospital.com/jobs/job-search>

**DEPARTMENT**

**CONTACT**

**PHONE**

**AID TYPE** State

**E-MAIL**

**POSITION Project Management Assistant Summer 2017**

**POSTED** 5/9/2017

**DUTIES**

Intern(s) will assist the Project Management team in planning, updating, and managing the project management plans. Duties will include equipment planning and coordination; project financials updating; meeting minutes/project documentation; year-end invoice/purchase order review/follow up with vendors; furniture inventory; FY18 project folder set-up; PAAP update by issue of approvals with project and account number. Intern(s) will also assist in a records management/clean-up special project where duties include reviewing, indexing, boxing and moving records. Pennsylvania state police criminal record check, child abuse clearance and FBI criminal history check also required.

**REQUIREMENTS**

Must be PHEAA State Grant eligible. Position is at Evangelical Community Hospital, Lewisburg, PA. Apply at <http://www.evanhospital.com/jobs/job-search>

**DEPARTMENT**

**CONTACT**

**PHONE**

**AID TYPE** State

**E-MAIL**

# BLOOMSBURG UNIVERSITY OF PENNSYLVANIA ON-CAMPUS WORK-STUDY POSITIONS

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**POSITION OR Supply Chain Assistant Summer 2017**

**POSTED** 5/9/2017

**DUTIES**

The OR Supply Chain Assistant will perform an assessment of Hospital Operating Room DePuy Synthes Trauma implant inventory and usage history of those items. Subsequently, put a plan together to establish PAR levels for those items and reduce excess inventory through returns, selling, exchanging or disposal. The student will evaluate current Hospital OR and EASC OR Storeroom item usage; then establish PAR levels and bin labels for those items. Pennsylvania state police criminal record check, child abuse clearance and FBI criminal history check required.

**REQUIREMENTS**

Must be PHEAA State Grant eligible. The position is at Evangelical Community Hospital, Lewisburg, PA. Apply at <http://www.evanhospital.com/jobs/job-search>

**DEPARTMENT**

**CONTACT**

**PHONE**

**AID TYPE** State

**E-MAIL**

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**POSITION Patient Access Rep, ED**

**POSTED** 5/9/2017

**DUTIES**

Intern will complete registrations for patients in the Emergency Department by verification of demographic and insurance information. Intern will be trained to complete transfers, admissions and discharge of patients from the system. Pennsylvania state police criminal record check, child abuse clearance and FBI criminal history check also required.

**REQUIREMENTS**

Must be PHEAA State Grant eligible. Position is at Evangelical Community Hospital, Lewisburg, PA Apply at <http://www.evanhospital.com/jobs/job-search>

**DEPARTMENT**

**CONTACT**

**PHONE**

**AID TYPE** State

**E-MAIL**

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**BLOOMSBURG UNIVERSITY OF PENNSYLVANIA  
ON-CAMPUS WORK-STUDY POSITIONS**

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**POSITION Medical Office Associate/Records Management**

**POSTED** 5/9/2017

**DUTIES**

Intern will complete data entry of medical records/record management of archived records, registration of patient appointments, auditing of registration process, and processing of patient/practice task lists. Pennsylvania state police criminal record check, child abuse clearance and FBI criminal history check also required

**REQUIREMENTS**

Must be PHEAA State Grant eligible. Position is at Evangelical Community Hospital, Lewisburg, PA. Apply at <http://www.evanhospital.com/jobs/job-search>

**DEPARTMENT**

**CONTACT**

**PHONE**

**AID TYPE** State

**E-MAIL**

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**POSITION Medical Records Assistant Summer 2017**

**POSTED** 5/9/2017

**DUTIES**

Intern(s) will assist the Project Management team in a records management/clean-up project where duties will include reviewing, indexing, boxing and moving records. Pennsylvania state police criminal record check, child abuse clearance and FBI criminal history check also required.

**REQUIREMENTS**

Must be PHEAA State Grant eligible. Position is at Evangelical Community Hospital, Lewisburg, PA. Apply at <http://www.evanhospital.com/jobs/job-search>

**DEPARTMENT**

**CONTACT**

**PHONE**

**AID TYPE** State

**E-MAIL**

## BLOOMSBURG UNIVERSITY OF PENNSYLVANIA ON-CAMPUS WORK-STUDY POSITIONS

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### **POSITION PACU Assistant Summer 2017**

**POSTED** 5/9/2017

#### **DUTIES**

Assist in the care of patients recovering from anesthesia, positioning and transporting support services. Would be responsible for cleaning monitors, cables, supporting IV blocks in non-clinical method. Assist in patient throughput, view surgical procedures, learn nursing and anesthesia rational for care. Pennsylvania state police criminal record check, child abuse clearance and FBI criminal history check required.

#### **REQUIREMENTS**

Must be PHEAA State Grant eligible. Position is at Evangelical Hospital, Lewisburg, PA. Apply at <http://www.evanhospital.com/jobs/job-search>

#### **DEPARTMENT**

**CONTACT**

**PHONE**

**AID TYPE** State

**E-MAIL**

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### **POSITION Phlebotomy Assistant Summer 2017**

**POSTED** 5/9/2017

#### **DUTIES**

Duties to include blood drawing, filing slides, and assisting in other areas of the laboratory. Duties will be assigned by the department management team. Duties will vary based on the department's need and the skill level of the student. Pennsylvania state police criminal record check, child abuse clearance and FBI criminal history check required.

#### **REQUIREMENTS**

Must be PHEAA State Grant eligible. Position is at Evangelical Community Hospital, Lewisburg, PA. Apply at <http://www.evanhospital.com/jobs/job-search>

#### **DEPARTMENT**

**CONTACT**

**PHONE**

**AID TYPE** State

**E-MAIL**

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## BLOOMSBURG UNIVERSITY OF PENNSYLVANIA ON-CAMPUS WORK-STUDY POSITIONS

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**POSITION** Human Resources/Training Assistant Summer 2017

**POSTED** 5/9/2017

**DUTIES**

The HR/Training Assistant will work in a busy HR department. The candidate will be working on special projects and supporting day-to-day operations. The position requires strong PC skills, attention to detail, willingness to perform repetitive tasks, and ability to follow directions as well as minimal troubleshooting ability (for copier jams, etc.). Duties will be assigned by department manager. Duties will vary based on the department's need and skill level of the student. Pennsylvania state police criminal record check, child abuse clearance and an FBI criminal history check required.

**REQUIREMENTS**

Must be PHEAA State Grant eligible. This position is at Evangelical Community Hospital, Lewisburg, PA. Apply at <http://www.evanhospital.com/jobs/job-search>

**DEPARTMENT**

**CONTACT**

**PHONE**

**AID TYPE** State

**E-MAIL**

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**POSITION** Office Assistant Summer 2017

**POSTED** 5/8/2017

**DUTIES**

Data entry, record management, and filing. Deliveries to various campus buildings. Processing and routing daily mail.

**REQUIREMENTS**

Knowledge of various software such as Word, Excel, and Outlook. Must greet office visitors in a pleasant and professional manner. Must be prompt, conscientious, reliable and trustworthy in dealing with confidential material. Must dress professionally and maintain a neat appearance. Work hours are flexible with school schedule. This position is for the Summer 2017 only. Personal interview will be required. Applicants should submit a resume via email.

**DEPARTMENT** Provost-Academic Affairs

**CONTACT** Jeanne Dayhoff

**PHONE** 389-3850

**AID TYPE** Federal or State

**E-MAIL** [jdayhoff@bloomu.edu](mailto:jdayhoff@bloomu.edu)

BLOOMSBURG UNIVERSITY OF PENNSYLVANIA  
ON-CAMPUS WORK-STUDY POSITIONS

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**POSITION** Safety/Office Assistant Summer 2017

**POSTED** 5/8/2017

**DUTIES**

Checking Emergency Communication Devices on campus, inspecting fire extinguishers, filing, typing, data entry, record keeping and other miscellaneous duties as assigned.

**REQUIREMENTS**

Candidate must be able to keep accurate records, demonstrate attention to detail, and maintain confidentiality. Must have basic to intermediate knowledge of Microsoft Word and Excel, including creating, editing, and formatting documents and spreadsheets. Ability to lift and carry up to 20 lbs.

**DEPARTMENT** Safety Department

**CONTACT** Belinda DeLeon

**PHONE** 389-4792

**AID TYPE** Federal or State

**E-MAIL** bdeleon@bloomu.edu

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## BLOOMSBURG UNIVERSITY OF PENNSYLVANIA ON-CAMPUS WORK-STUDY POSITIONS

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**POSITION** Office Assistants- to start immediately & continue through summer, F/S

**POSTED** 5/2/2017

### **DUTIES**

(GENERAL): Meets and greets office visitors and callers. Performs general office tasks such as copying, scanning, filing, answering phones, retrieving messages from voicemail, scheduling appointments, maintaining shared email accounts, basic typing and data entry, running errands, and assisting with event planning and execution. Assist with Career Closet. May be asked to make follow-up phone calls to students, alumni, and employers.

DUTIES: (SPECIFIC): Organizational skills to help plan and organize alumni and student engagement events. Help in preparation for on and off campus events. Looking for at least one local student to work breaks.

### **REQUIREMENTS**

Maintain professional dress, demeanor, and appearance. Possess strong written, phone, communication, and organizational skills. Ability to perform detail-oriented tasks. Maintain confidentiality and safeguard database records. Must be proficient in Microsoft Word, Excel, and Outlook; knowledge of Publisher, PowerPoint, and Adobe software a plus. Ability to use BOLT to learn office training information. Some evening or weekend hours will be required. Must be available to work special events including career expos, Homecoming, Alumni Weekend, and other events as determined by work-study supervisor.

APPLICATION INSTRUCTIONS: email Kim Heidlauf at [kheidlau@bloomu.edu](mailto:kheidlau@bloomu.edu) for an electronic application. Cover letter and resume will be required as part of application procedure..

**DEPARTMENT** Alumni Affairs

**CONTACT** Kim Heidlauf

**PHONE** 389-4213

**AID TYPE** Federal or State

**E-MAIL** [kheidlau@bloomu.edu](mailto:kheidlau@bloomu.edu)

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## BLOOMSBURG UNIVERSITY OF PENNSYLVANIA ON-CAMPUS WORK-STUDY POSITIONS

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**POSITION** Moving Crew Labor Helper summer

**POSTED** 5/1/2017

**DUTIES**

Primarily assists the moving crew with loading, hauling, setup and removal of various equipment, transportation of furniture, and delivery of supplies. Also helps with set ups and tear downs for events. Will assist custodial crew by performing routine manual work in the custodial care of campus buildings and furnishings. Other duties as directed.

**REQUIREMENTS**

Must possess sufficient strength and physical ability to lift and move heavy objects, work under adverse weather conditions. May be required to drive University vehicles, must have a valid PA Drivers License. Must satisfactorily complete an interview. **MUST BE ELIGIBLE FOR WORK STUDY AND HAVE ALL REQUIRED PAPERWORK COMPLETED** through the Financial Aid Office. Prior successful background clearances preferred. Work hours will vary throughout the summer.

**DEPARTMENT** Facility Services

**CONTACT** Mike Smathers

**PHONE** 389-4941

**AID TYPE** Federal or State

**E-MAIL** msmather2@bloomu.edu

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**POSITION** Office Assistant

**POSTED** 4/17/2017

**DUTIES**

Data entry, record management, and filing. Deliveries to various campus buildings. Processing and routing daily mail.

**REQUIREMENTS**

Knowledge of various software such as Word, Excel, and Outlook. Must greet office visitors in a pleasant and professional manner. Must be prompt, conscientious, reliable and trustworthy in dealing with confidential material. Must dress professionally and maintain a neat appearance. Work hours are flexible with school schedule. This position is for the fall, 2017 semester. Personal interview will be required. Applicants can send a resume via email.

**DEPARTMENT** Provost-Academic Affairs

**CONTACT** Jeanne Dayhoff

**PHONE** 389-3850

**AID TYPE** Federal or State

**E-MAIL** jdayhoff@bloomu.edu

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BLOOMSBURG UNIVERSITY OF PENNSYLVANIA  
ON-CAMPUS WORK-STUDY POSITIONS

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**POSITION** Safety Office Assistant Fall 2017/Spring 2018

**POSTED** 4/17/2017

**DUTIES**

Filing, typing, data entry, record keeping, update chemical inventories, update chemical indexes, assist with the completion of the Hazardous Substance Survey Form and other miscellaneous duties as assigned.

**REQUIREMENTS**

Student must be familiar with Microsoft Word and Excel and be able to maintain accurate records.

**DEPARTMENT** Safety Department

**CONTACT** Belinda DeLeon

**PHONE** 389-4792

**AID TYPE** Federal

**E-MAIL** bdeleon@bloomu.edu

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## BLOOMSBURG UNIVERSITY OF PENNSYLVANIA ON-CAMPUS WORK-STUDY POSITIONS

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**POSITION** Adventure Camp Staff - Summer 2017

**POSTED** 4/12/2017

### **DUTIES**

•Summer Camp Instructors: Summer camp staff are work-study positions available to any Bloomsburg University Student. You must have a completed FAFSA with the Financial Aid Office, even if you do not receive any financial aid. Instructors will be responsible for up to 10 campers (along with one other Summer Camp Instructor) Responsibilities include teaching and assisting in many outdoor activities such as high ropes, low ropes, team building, hiking, etc. You will be trained in these skills.

### **REQUIREMENTS**

June 5th-9th will be the mandatory week of training. Quest Summer Camps are week-long day camps, Monday to Friday from 9 am – 4pm for kids ages 8-13. The first week of camp will start on June 12th, and the last week will end on August 11th.

[http://quest.bloomu.edu/?page\\_id=6259](http://quest.bloomu.edu/?page_id=6259) Use the application process at the bottom of the webpage.

In order for your application to be processed you MUST submit all of the following:

- Application (website page)
- Resume
- Cover Letter

**DEPARTMENT** Quest

**CONTACT** Susan Weaver Quest building **PHONE** 389-2100

**AID TYPE** Federal or State **E-MAIL**

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# BLOOMSBURG UNIVERSITY OF PENNSYLVANIA ON-CAMPUS WORK-STUDY POSITIONS

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**POSITION** Bloomsburg University Foundation Stewardship Office Assistant Summer 2017

**POSTED** 4/5/2017

## **DUTIES**

The student selected for this position must be available to work during the summer months between 8:00 am and 4:30 pm, totaling up to 37.5 hours per week. Successful candidate will report to the Bloomsburg University Foundation's Director of Operations and will be assigned work by Advancement Services Team Members.

Duties and Responsibilities include, but are not limited to:

- Perform information searches on selected individuals using provided resources
- Donor record updates
- Maintain confidentiality concerning the personal and financial status of donors
- Maintain a high level of professionalism in carrying out work for BUF
- Provide assistance to BUF Advancement Services Team
- Other duties as assigned

## **REQUIREMENTS**

Attention to detail, accuracy of work required; ability to safeguard confidential information and to work independently at times.

Excellent interpersonal skills, including good sense of humor; should be cheerful and people oriented; good organizational and communication skills a must.

Computer skills including Microsoft Office/Outlook programs.

Financial Aid approval NOT required.

Submit cover letter to:

Ann Maselkevich  
Development Center  
Bloomsburg University Foundation

Or

amaselke@bloomufdn.org  
570-389-4847

## **DEPARTMENT**

**CONTACT** Ann Maselkevich

**PHONE** 389-4847

**AID TYPE** Not Specified

**E-MAIL** amaselke@bloomufdn.org

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BLOOMSBURG UNIVERSITY OF PENNSYLVANIA  
ON-CAMPUS WORK-STUDY POSITIONS

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# BLOOMSBURG UNIVERSITY OF PENNSYLVANIA ON-CAMPUS WORK-STUDY POSITIONS

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**POSITION** Bloomsburg University Foundation Student Assistant

**POSTED** 4/5/2017

## **DUTIES**

The student selected for this position must be available to work during the summer months between 8:00 am and 4:30 pm, totaling up to 37.5 hours per week. Successful candidate will report to the Bloomsburg University Foundation's Director of Operations and will be assigned work by Advancement Services Team Members.

Duties and Responsibilities include, but are not limited to:

- Perform information searches on selected individuals using provided resources
- Donor record updates
- Maintain confidentiality concerning the personal and financial status of donors
- Maintain a high level of professionalism in carrying out work for BUF
- Provide assistance to BUF Advancement Services Team
- Other duties as assigned

## **REQUIREMENTS**

Attention to detail, accuracy of work required; ability to safeguard confidential information and to work independently at times.

Excellent interpersonal skills, including good sense of humor; should be cheerful and people oriented; good organizational and communication skills a must.

Familiarity with Microsoft Office/Outlook programs; able to utilize the internet. Ability to learn other programs quickly, including the Foundation database, The Raiser's Edge.

Financial Aid approval NOT required.

Submit cover letter to:

Steph Ulmer  
Development Center  
Bloomsburg University Foundation

Or

sulmer@bloomufdn.org  
570-389-4059

## **DEPARTMENT**

**CONTACT** Steph Ulmer

**PHONE** 389-4059

## BLOOMSBURG UNIVERSITY OF PENNSYLVANIA ON-CAMPUS WORK-STUDY POSITIONS

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**AID TYPE** Not Specified

**E-MAIL** [sulmer@bloomufdn.org](mailto:sulmer@bloomufdn.org)

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**POSITION** Student Graphic Designer

**POSTED** 2/17/2017

**DUTIES**

Student worker will assist in the production of various publications, including posters, event programs, e-newsletters and fliers. Projects can be created with design software such as Adobe PageMaker, InDesign and Photoshop or others. This position does not offer consistent hours. The projects range from very small to very large, but the timing is sporadic throughout the year. Therefore, a commitment to deadlines is crucial.

**REQUIREMENTS**

Applicant should have above average graphic design skills. Advanced software and media skills are a plus. Applicants do not need to qualify for work study as this is NOT a work-study position. Students may hold this position in addition to a work-study position elsewhere on campus. Applicants to the position should be prepared to provide samples of graphic design work as part of the application process.

**DEPARTMENT** Orientation

**CONTACT** Kristin Austin

**PHONE** 389-4659

**AID TYPE** Federal or State

**E-MAIL** [kaustin@bloomu.edu](mailto:kaustin@bloomu.edu)

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**POSITION** Child Care Assistant Summer 2017

**POSTED** 2/10/2017

**DUTIES**

To assist the teacher with the planning and implementation of the daycare and/or preschool curriculum.

**REQUIREMENTS**

Teaching majors preferred.

**DEPARTMENT** Campus Child Center

**CONTACT** Holly Noll

**PHONE** 389-4547

**AID TYPE** Federal or State

**E-MAIL** [hnull@bloomu.edu](mailto:hnull@bloomu.edu)

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# BLOOMSBURG UNIVERSITY OF PENNSYLVANIA ON-CAMPUS WORK-STUDY POSITIONS

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**POSITION** Student Ambassador

**POSTED** 12/9/2016

## **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 will be Monday through Friday from 10:00 am until 4:30 pm. 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
6. send letters and/or emails to admitted students
7. follow up with students once they arrive on campus
8. other duties as assigned

## **REQUIREMENTS**

Eligible applicants must meet the following criteria:

1. declared COST major with junior or senior status in good academic standing
2. minimum GPA of 2.5
3. effective written and oral communication skills
4. complete ambassador training
5. eligible for federal or state work-study (must have current FAFSA on file)
6. successfully complete interview

Application Process:

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](mailto:aciucci@bloomu.edu). All applications must be received by Monday, January 9, 2017. Thank you!

**DEPARTMENT** College of Science & Technology

**CONTACT** Angela Ciucci

**PHONE**

**AID TYPE** Federal or State

**E-MAIL** [aciucci@bloomu.edu](mailto:aciucci@bloomu.edu)

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## BLOOMSBURG UNIVERSITY OF PENNSYLVANIA ON-CAMPUS WORK-STUDY POSITIONS

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**POSITION** Instructional Technologist

**POSTED** 9/6/2016

**DUTIES**

Assist faculty with BOLT and other software supported by the IMD Center. Develop online learning tutorials and documentation for students and faculty. Answer calls and emails for BOLT support and enter help desk tickets. Provide exemplary customer service. Develop online learning tutorials and documentation for faculty and students. Update the BOLT students blog per supervisor request. Assist with inventory checks and device maintenance as directed.

**REQUIREMENTS**

Strong communication skills and attention to detail during e-mail, phone, and in-person exchanges. Must be prompt, conscientious, reliable, and trustworthy. Computer skills including but not limited to Microsoft Office, Windows or Mac OS and internet use. Willingness to learn new software. Motivated self-learners, customer service and team experience, and freshman or sophomore status preferred.

**DEPARTMENT** Instructional Media & Design Center

**CONTACT** Chaya Merrell

**PHONE** 5235

**AID TYPE** Federal or State

**E-MAIL** cmerrell@bloomu.edu

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**POSITION** Video Coordinator

**POSTED** 8/29/2016

**DUTIES**

Men's Soccer seeking Video Coordinator to film and edit all home soccer matches.

**REQUIREMENTS**

Must be familiar with videoing live game action as well as editing/tagging game footage. Hours will be 2 hours of all home matches (includes afternoons, evenings and weekends) as well editing work post game. Mass Communication majors with a sports background encouraged to apply. Start date ASAP.

**DEPARTMENT** Athletics-Men's Soccer

**CONTACT**

**PHONE** 389-3976

**AID TYPE** Federal or State

**E-MAIL** stgamsoc@bloomu.edu

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## BLOOMSBURG UNIVERSITY OF PENNSYLVANIA ON-CAMPUS WORK-STUDY POSITIONS

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**POSITION** Technical Assistant

**POSTED** 8/3/2016

**DUTIES**

Facilitate events as need in Performing Arts Facilities and perform daily maintenance.

**REQUIREMENTS**

Must be able to lift 50 lbs.

**DEPARTMENT** Performing Arts

**CONTACT** Abigail Manns

**PHONE** 4653

**AID TYPE** Federal or State

**E-MAIL**

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**POSITION** Summer Admissions Student Worker/Tour Guide

**POSTED** 3/25/2016

**DUTIES**

Answering phones, opening mail, providing daily tours to campus visitors, data input.

**REQUIREMENTS**

Candidate must be articulate, professional, responsible and reliable. Must be able to work well with individuals and groups within the campus community and outside of campus.

Should be positive and outgoing, generally know the campus; have an understanding of Peoplesoft and can address questions optimistically. Must maintain at least a 2.3 GPA and not have any outstanding disciplinary sanctions.

Work hours available: Summer Only - Monday through Friday 8am-4pm. We will work around class schedules, as needed. If employment extends to the fall or spring semesters, will be required to work mandatory open house and weekends as scheduled. An interview is required for potential employment.

**DEPARTMENT** Admissions

**CONTACT** Maramonne Houseknecht

**PHONE** 389-4867

**AID TYPE** Federal or State

**E-MAIL** mhousekn@bloomu.edu

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## BLOOMSBURG UNIVERSITY OF PENNSYLVANIA ON-CAMPUS WORK-STUDY POSITIONS

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**POSITION** Athletic Event Announcer

**POSTED** 3/10/2016

**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/penalties/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

**AID TYPE** Federal or State

**E-MAIL** jupdike@bloomu.edu

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**POSITION** Student Assistant Games Manager

**POSTED** 3/10/2016

**DUTIES**

Assist Director of Athletic Operations with game management for home athletic contests (ie set-up; 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

**AID TYPE** Federal or State

**E-MAIL** jupdike@bloomu.edu

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# BLOOMSBURG UNIVERSITY OF PENNSYLVANIA ON-CAMPUS WORK-STUDY POSITIONS

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**POSITION** Student Technical Support Representative

**POSTED** 11/6/2015

## **DUTIES**

Bloomsburg University Office of Technology is looking for a dedicated and customer service-centric student to provide first-level technical support to faculty, staff, and students experiencing technical problems as well as act as an integral part of Exam Scanning Services, providing customer service to faculty who wish to have tests scanned. Duties include:

- Providing telephone, email, and in-person support to faculty, staff, and students.
- Assisting with password resets, email problems, wireless network connectivity issues
- Directing students, faculty, and staff to the appropriate technical resources
- Entering and assigning requests for assistance using web-based helpdesk software
- Scanning exams for faculty and printing necessary reports

## **REQUIREMENTS**

•Intermediate to advanced knowledge of computers including Microsoft Windows, Mac and Microsoft Office.

•Ideal candidate should have knowledge of computer components

•Individual should be self-motivated and reliable

Students seeking degrees in Computer Science, Computer Information Systems, Business Information Systems, Information Technology Management and who live locally preferred, however, everyone will be considered. Position pays: \$7.25 to start with opportunities for advancement. Interested? Apply online at: <http://www.bloomu.edu/technology/apply>

**DEPARTMENT** Technology Support Services

**CONTACT** [www.bloomu.edu/technology/ap](http://www.bloomu.edu/technology/ap) **PHONE**

**AID TYPE** Federal or State

**E-MAIL**

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