

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

---

**POSITION** Games Room Attendant Summer 2018

**POSTED** 4/24/2018

**DUTIES**

Hand out equipment, receive equipment, insert requested games, oversee games room area.

**REQUIREMENTS**

Ability to work a variety of hours.

**DEPARTMENT** Student Activities

**CONTACT** Valerie Moyer

**PHONE** 389-5109

**AID TYPE** Federal or State

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

---

**POSITION** Welcome Desk Associate Summer 2018

**POSTED** 4/23/2018

**DUTIES**

Assist users with room reservations, work with other groups to facilitate room reservations, mail distribution within Kehr Union. Answer phone and assist with event information. Oversee copiers and bulletin boards. Operate cash register for trip and ticket sales. Provide clerical support for the Student Activities Office. Sort mail and disburse conference room keys.

**REQUIREMENTS**

Ability to work a variety of hours.

**DEPARTMENT** Student Activities

**CONTACT** Valerie Moyer

**PHONE** 389-5109

**AID TYPE** Federal or State

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

---

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

---

**POSITION** Office Assistant (Summer/Fall 2018)

**POSTED** 4/20/2018

**DUTIES**

Answering phones, preparing mass-mailings, word-processing, photocopying, and other misc. 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 proficient with Microsoft Word, Excel, & 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 by 4:00 p.m. on May 11th. Inclusion of resume and cover letter with application encouraged.

**DEPARTMENT** Office of the President

**CONTACT** Christa Lamoreaux

**PHONE** 4526

**AID TYPE** Federal

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

---

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

---

**POSITION** Office Assistant

**POSTED** 4/20/2018

**DUTIES**

Data entry, record management, filing, copying. Deliveries to various campus buildings. Helping with on-campus events. Processing and routing daily mail. Other jobs as assigned.

**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 5-6 hours a week for Fall 2018. Personal interview will be required. Applicants should submit a resume via email.

**DEPARTMENT** McDowell Institute

**CONTACT** Jeanne Dayhoff

**PHONE** 5124

**AID TYPE** Federal or State

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

---

**POSITION** Office Assistant(beginning Summer 2018)

**POSTED** 4/17/2018

**DUTIES**

Greet and assist visitors, answer telephone, photocopying, filing, general office work, frequent pick-ups and deliveries throughout campus and other work as assigned by the Department of Biological and Allied Health Sciences faculty and staff.

**REQUIREMENTS**

Must be eligible for work study and must have all required paperwork completed through Financial Aid Office. Student should be proficient in Microsoft Office and possess professional oral and written communication skills. Punctuality and dependability are required.

**DEPARTMENT** Biology/Allied Health Sciences

**CONTACT** Amy Hettinger

**PHONE** 389-4782

**AID TYPE** Federal or State

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

---

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

---

**POSITION** Office Assistant Office of Planning & Assessment

**POSTED** 4/13/2018

**DUTIES**

Welcoming visitors, answering phones, data entry, word processing, photocopying, filing, sorting, mail distribution, running errands, shredding paperwork, and other miscellaneous duties as assigned.

**REQUIREMENTS**

Job would entail approximately 10-15 hours per week.

Applicants must exhibit a professional appearance and manner in-person and on the phone while greeting campus personnel, students, and visitors in the office reception area. Must also be dependable and punctual in attendance and assigned projects.

Requirements: Strong organizational skills and excellent communication skills. Proficient with Microsoft Word, Excel, etc. Good typing, proofreading and grammar skills. Must be detail-oriented, conscientious, reliable, and trustworthy.

A cover letter, resume, and personal interview will be required. Please forward resumes to [dmucci@bloomu.edu](mailto:dmucci@bloomu.edu).

**DEPARTMENT** Planning and Outcomes Assessment

**CONTACT** Debbie Mucci

**PHONE** 389-4024

**AID TYPE** Federal or State

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

---

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

---

**POSITION** Office Assistant (Summer 2018)

**POSTED** 4/10/2018

**DUTIES**

Meets and greets office visitors and callers. This student worker will be expected to be professional and handle a variety of office tasks. These tasks may include, but are not limited to, copying, shredding, scanning, filing, logging in paperwork, answering phones, taking messages, scheduling appointments, typing, running errands, organizing supplies and helping with college events. This person will work with sensitive information and must be able to maintain confidentiality (very important). Hours are flexible but the successful candidate(s) must be able to work Mondays through Fridays 8:00am to 4:30 pm. We are hiring to start in summer 2018 season and possibly beyond, (either part-time if enrolled in classes 6-20 hours) or fulltime (if you are not enrolled in classes, up to 37 hours). Experience with Microsoft Word, Excel and Outlook will be helpful. Pay Rate is \$7.25 an hour. 2 positions available.

**REQUIREMENTS**

Maintain professional demeanor, and appearance. Possess strong written, phone, communication, and organizational skills. Ability to performs detail-oriented tasks. Maintain confidentiality and safeguard database records. Please submit a resume in person (KUB-101 Basement Level) or via email to mmakar@bloomu.edu. Please make sure you include your phone number and email address on your resume. Applications can be printed from the work study website at: <http://intranet.bloomu.edu/aid/workstudy> or by visiting our office in KUB 101 - Office of the Dean of Students.

**DEPARTMENT** Student Standards

**CONTACT** Michelle Makar

**PHONE** 389-4304

**AID TYPE** Federal or State

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

---

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

---

**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

**AID TYPE** Federal or State

**E-MAIL** gdobak

---

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

---

**POSITION** Bloomsburg University Foundation Student Assistant

**POSTED** 4/6/2018

## **DUTIES**

The student selected for this position must be available to work several hours per day between 8:00 am and 4:30 pm, totaling up to 15 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**

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

---

**CONTACT** Steph Ulmer

**PHONE**

**AID TYPE** Not Specified

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

---

**POSITION** Office Assistant

**POSTED** 4/6/2018

**DUTIES**

Greeting and sharing basic information about majors with prospective students, entering data, bulk email sending, word processing, photocopying, filing/sorting, making deliveries on campus, distributing mail, assisting with event planning and other miscellaneous duties as assigned.

**REQUIREMENTS**

Must be eligible for work study and have all required paperwork completed through the Financial Aid Office. Preferred knowledge of various software programs including Microsoft Excel, Word, Publisher and Outlook. Must possess skills to communicate in a pleasant and professional manner. Punctuality and dependability are required. Must be conscientious, reliable and trustworthy in dealing with confidential material. Must maintain a neat appearance. Organizational skills are a plus. Work hours are flexible with school schedule. Personal interview may be required. This position is for the Fall 2018 semester. Please send an email to apply for the position and include your resume if available.

**DEPARTMENT** Innovation, Technology, Supply Chain

**CONTACT** Jacqueline Dobrovodsky

**PHONE**

**AID TYPE** Federal or State

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

---



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

---

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

**POSTED** 4/6/2018

**DUTIES**

Students provide support to the Admissions staff and assist prospective students and their families feel welcome while visiting campus. This on-campus job encompasses a variety of responsibilities that include guided tours of campus, answering telephones and performing all other tasks assigned by the admissions professional & support staff.

**REQUIREMENTS**

Students must have at least a 2.3 GPA or higher, be in good social standing and have a current FAFSA filed. Submit an application at [www.bloomu.edu/admissions-tourguide](http://www.bloomu.edu/admissions-tourguide).

**DEPARTMENT** Admissions

**CONTACT** Sibel Rasim

**PHONE** 389-2798

**AID TYPE** Federal or State

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

---

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

---

**POSITION** Student Ambassador

**POSTED** 3/30/2018

## **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 will be Monday through Friday from 9:00 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:

Please send a cover letter, resume, and letter of recommendation from a BU faculty member to [aciucci@bloomu.edu](mailto:aciucci@bloomu.edu). All applications must be received by April 13, 2018.

**DEPARTMENT** College of Science & Technology

**CONTACT** Angela Ciucci

**PHONE**

**AID TYPE** Federal or State

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

---

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

---

**POSITION** Student Assistant Games Manager

**POSTED** 3/23/2018

**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

---

**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/enealties/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 knowldege 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

---

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

---

**POSITION** Health Center Student Secretary - Fall 2018

**POSTED** 3/23/2018

**DUTIES**

Front desk coverage includes: greeting/directing clients, answering the phone, scheduling appointments and payment collection. Position also includes: re-stocking supplies, running errands and manning tables at Wellness events.

**REQUIREMENTS**

- Must be approved for Work Study.
- Freshman or Sophomore preferred
- Hours are Monday through Friday 8 AM - 6 PM. Must be available to work some evening shifts
- Previous office experience is preferred.
- Phone experience is required.
- Ability to work during breaks is a plus.
- Please fill out an application at the Student Health Center - 324 Kehr Union.

**DEPARTMENT** Wellness Center

**CONTACT** Carol Corey

**PHONE** 4451

**AID TYPE** Federal or State

**E-MAIL**

---

**POSITION** Student Writer - Office of Marketing and Communications

**POSTED** 3/19/2018

**DUTIES**

Looking for one student to work as a writer in the Office of Marketing and Communications. The student writer will assist the media relations director with press releases and feature stories for all areas of the university.

**REQUIREMENTS**

Strong writing skills and attention to detail a must. A desire to work in the public relations field is a plus. When applying please provide two or three writing samples. To arrange an interview, please contact Director of Media Relations Tom McGuire at extension 5134 or via email at [tmcguire@bloomu.edu](mailto:tmcguire@bloomu.edu)

**DEPARTMENT** Communications

**CONTACT** Tom McGuire

**PHONE** 5134

**AID TYPE** Federal or State

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

---

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

---

**POSITION** Scheduling Assistant

**POSTED** 3/13/2018

**DUTIES**

Assist Scheduling Coordinator, general office duties, data entry, create room diagrams, photocopying, filing, answering phones. Pay rate \$7.55/hr.

**REQUIREMENTS**

Available to work during summer and winter breaks. Required to have good communication skills, general computer skills, must be detail oriented, dependable and able to work 15-20 hrs a week. PLEASE STOP BY THE STUDENT ACTIVITIES OFFICE, 350 KEHR UNION BUILDING, TO APPLY FOR THIS POSITION.

**DEPARTMENT** Student Activities

**CONTACT** Kristi Getty

**PHONE** 389-4715

**AID TYPE** Federal or State

**E-MAIL**

---

**POSITION** Sports Information Work Study Position (3 positions)

**POSTED** 3/9/2018

**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 Gillasp at dgillasp@bloomu.edu or by phone at 570-389-4411.

**DEPARTMENT** Communications

**CONTACT** Donna Gillasp

**PHONE** 389-4411

**AID TYPE** Federal or State

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

---

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

---

**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

---

**POSITION** Office Assistant

**POSTED** 2/27/2018

**DUTIES**

Welcoming visitors, answering phones, data entry, word processing, photocopying, filing, sorting, mail distribution, running errands, shredding paperwork, and other miscellaneous duties as assigned.

**REQUIREMENTS**

Must be eligible for work study and must have all required paperwork completed through Financial Aid Office. Student should be proficient in Microsoft Office and possess professional oral and written communication skills. Punctuality and dependability are required. Work hours available: Monday through Friday 8am-4:30 pm. Must be able to work all days. Prefer local student who is able to work year round.

**DEPARTMENT** Instructional Technology

**CONTACT** Tina Barnes

**PHONE**

**AID TYPE** Federal or State

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

---

BLOOMSBURG UNIVERSITY OF PENNSYLVANIA  
ON-CAMPUS WORK-STUDY POSITIONS

---

**POSITION** Clerk Summer 2018

**POSTED** 2/26/2018

**DUTIES**

Filing, answering phones, working with SAP, other duties that may be assigned.

**REQUIREMENTS**

Good communication and Microsoft Office skills. Prefer local student who is able to work year round.

**DEPARTMENT** Purchasing

**CONTACT** Jamie Cotner

**PHONE** 389-4311

**AID TYPE** State

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

---

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

---

**POSITION** Summer Evening Receptionist/Dorm Monitor with TRiO Upward Bound

**POSTED** 2/20/2018

## **DUTIES**

TRIO Upward Bound's summer students (approximately 40 high schoolers) reside in a university residence hall during the program's six week residential Summer Academy. The Evening Receptionist/Dorm Monitor will oversee the student sign in and sign out process, greet and screen all visitors, answer the main phone line, conduct occasional rounds, contact staff in the event of an emergency, and provide supervision of common areas after "lights out" time.

**HOURS:** Most Sundays from 6:30 to 11 p.m., most Mondays through Thursdays from 5:45 to 11 p.m., and most Fridays from 4:30 to 7 p.m. (from June 24 to August 4) - Hours may be different during the training week (June 18-22).

**SALARY:** \$8.25 per hour

For more information and/or to apply online, please visit <https://goo.gl/forms/rQd7xosy0kltKZ6J3> or email [trioupwardbound@bloomu.edu](mailto:trioupwardbound@bloomu.edu) for a link to the online application.

Applications will be accepted until the position is filled. (The online application will be closed once someone has been selected.)

## **REQUIREMENTS**

Applicants must have completed at least 60 credits by the end of the spring 2018 semester (a GPA of 3.0 or higher is preferred), intend to take at least six credits at BU in fall 2018, be in good academic (GPA>2.5) and disciplinary standing, be eligible to receive federal and/or state work/study funds, be able to successfully complete a criminal background check and obtain required clearances, and have submitted an updated FAFSA for the 2018-19 academic year.

**DEPARTMENT** Upward Bound

**CONTACT** Theresa Baylor

**PHONE** 4280

**AID TYPE** Federal or State

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

---



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

---

**POSITION** Adventure Camp Staff - Summer 2018

**POSTED** 1/25/2018

## **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 4th-8th 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 11th, and the last week will end on August 10th.

Important Dates:

- January – February New Staff Hiring Begins. So, apply now!
  - April 3 – 4-7pm – Rock Wall Training
  - April 11th 4-7pm – High Ropes Training Level I
  - April 18th 4-7pm High Ropes Training Level II
  - April 21st – Spring Fest Mandatory
  - June 4th-8th Mandatory Training Week
- [http://quest.bloomu.edu/?page\\_id=6259](http://quest.bloomu.edu/?page_id=6259) Summer Camp 2018 Application (link at the bottom of the webpage.)

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

- Application
- Resume
- Cover Letter

**DEPARTMENT** Quest

**CONTACT** Susan Weaver Quest building **PHONE**

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

---

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

---

**POSITION** Summer Tutor/Mentors with TRIO Upward Bound Program

**POSTED** 12/5/2017

## **DUTIES**

TRIO Upward Bound's Tutor/Mentors reside in a university residence hall with approximately 40 college bound high school students (grades 10-12) during the program's 7 week residential Summer Academy (June 17 - August 4). They serve as positive role models, teach elective classes, provide tutoring, supervise small group activities, facilitate discussion groups, chaperone field trips, enforce program and university rules, and contribute to each student's successful experience. TMs work under the supervision of the program's Housing Supervisor. **IMPORTANT:** Applicants are unable to enroll in classes, cannot hold other work/study positions on campus, and must reside on campus each weeknight (room and board is provided) during the 7 weeks of the Summer Academy. Comprehensive training will be provided. In addition to room/board and invaluable experience, TMs receive a pre-tax stipend of \$2,310, paid in biweekly installments. This is an excellent opportunity for education and human services majors or others seeking to work with youth in the future.

For more information and/or to apply online, please visit <https://goo.gl/forms/pbUPY6wf59LKILuS2> or email [trioupwardbound@bloomu.edu](mailto:trioupwardbound@bloomu.edu) for a link to the online application.

APPLICATION DEADLINE: Friday, February 16, 2018

## **REQUIREMENTS**

Applicants must have completed at least 60 credits by the end of the spring 2017 semester (a GPA of 3.0 or higher is preferred), intend to take at least six credits at BU in fall 2018, be in good academic (GPA>2.5) and disciplinary standing, be eligible to receive federal and/or state work/study funds, be able to successfully complete a criminal background check and obtain required clearances, and have submitted an updated FAFSA for the 2018-19 academic year.

**DEPARTMENT** Upward Bound

**CONTACT** Theresa Baylor

**PHONE** 389-4280

**AID TYPE** Federal or State

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

---

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

---

**POSITION** Moving Crew Labor Helper Spring 2018

**POSTED** 11/14/2017

**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 but not required. Work hours available: Tuesdays and Thursdays, 8 am to 4 pm. Position may include fulltime over break, if available.

**DEPARTMENT** Facility Services

**CONTACT** Mike Smathers

**PHONE** 389-4941

**AID TYPE** Federal or State

**E-MAIL** [msmather2@bloomu.edu](mailto:msmather2@bloomu.edu)

---

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

---

**POSITION** Office Assistant (Immediately)

**POSTED** 10/25/2017

### **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): May be responsible for entering data into and pulling reports from various programs such as Excel and Symplicity.

### **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 think logically and analytically. Ability to use BOLT to learn office training information. Some evening or weekend hours may 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: Download application at <http://tinyurl.com/APESStudentEmployment> or pick up application at CPDCE office, 201 Warren SSC. Please bring the completed application with cover letter and resume to Lisa Olander at the CPDCE office, 201 Warren SSC no

**DEPARTMENT** Ctr. for Professional Development & Career Experie

**CONTACT** Lisa Olander

**PHONE** 4070

**AID TYPE** Federal or State

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

---

BLOOMSBURG UNIVERSITY OF PENNSYLVANIA  
ON-CAMPUS WORK-STUDY POSITIONS

---

**POSITION** Mens Basketball Student Manager

**POSTED** 10/17/2017

**DUTIES**

Assist in daily operations in Men's Basketball offices and on practice floor. Position is from October 15, through the last game of the season.

**REQUIREMENTS**

Must be able to attend atleast 3 practices a week.

Micrsoft Word and Excel experience is mandatory

Some travel with team may be required throughout the season

**DEPARTMENT** Athletics-Men's Basketball

**CONTACT** Mike Hamlin

**PHONE** 389-4358

**AID TYPE** Federal or State

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

---

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

---

**POSITION** Temporary Survey Caller (starting late October to mid-November)

**POSTED** 9/27/2017

### **DUTIES**

(GENERAL): Assist in gathering data from recent graduates of Bloomsburg University on their career goals. Training is provided.

DUTIES: (SPECIFIC): Same as above.

### **REQUIREMENTS**

- Evening work hours are required.
- Possess strong written, phone, communication, and listening skills while maintaining a professional demeanor.
- Ability to perform detail-oriented tasks.
- Maintain confidentiality and safeguard database records.
- Some weekend hours may be required.

Pay rate: \$7.25

Human Subject Training a plus! Students with prior on-campus work experience are encouraged to apply.

### **APPLICATION INSTRUCTIONS:**

Submit e-mail of interest including current work-study eligibility (please note additional instructions below) and your resume to Karen Davis:

[kdavis@bloomu.edu](mailto:kdavis@bloomu.edu).

If you are work-study eligible please provide the following:

- Whether you are eligible for State or Federal
- The amount you are eligible for
- If you have been employed by BU in the last six months

**DEPARTMENT** Ctr. for Professional Development & Career Experie

**CONTACT** Karen Davis

**PHONE** 389-2998

**AID TYPE** Federal or State

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

---

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

---

**POSITION** Technical Crew

**POSTED** 8/29/2017

## **DUTIES**

This is technical work in setting up and assisting operation of video, lighting, and audio systems during University-hosted events in the Kehr Union Building such as meetings, conferences, banquets/dinners, concerts, and theatrical performances.

## **REQUIREMENTS**

Use modern research/information techniques and tools to solve problems.  
Ability to learn to independently; devise, initiate, and implement technical and semi-technical procedures and operations.

Physical ability to move and assist in moving moderately heavy items.

(Preferred) Ability to lift forty (40) pounds.

Ability to work in groups or independently.

Ability to express ideas clearly and concisely, both orally and in writing.

Ability to maintain effective working relationships with other employees, students, residents or event participants.

(Preferred) Knowledge of the operation and maintenance of audio and video cables, computers, software and peripherals, audio equipment, video equipment, and lighting equipment used in dramatic productions.

(Preferred) Knowledge of computer (PC and MAC) operating systems, PC and MAC office productivity and presentation software, and compatible computer peripherals and hardware.

Training available.

**DEPARTMENT** Student Activities

**CONTACT** Ken Dunlap

**PHONE** 389-2812

**AID TYPE** Federal or State

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

---

BLOOMSBURG UNIVERSITY OF PENNSYLVANIA  
ON-CAMPUS WORK-STUDY POSITIONS

---

**POSITION** Phonathon Caller

**POSTED** 8/7/2017

**DUTIES**

The BU Foundation is looking for students to call alumni and friends to talk about BU, update alumni information and solicit donations for our annual fund. All majors welcome.

**REQUIREMENTS**

Applications are available online at <http://bit.ly/BUPhoneApp> and should be emailed to [sboucek@bloomufdn.org](mailto:sboucek@bloomufdn.org) when completed.

Starting pay is \$8/hour and new callers typically work 6-9 hours per week. Scheduled work hours are between 4-8 on Sunday and 6-9 Monday through Thursday. NOTE: The call center is located in the Greenly Center downtown, not on campus. Call 570-389-5364 with questions.

**DEPARTMENT**

**CONTACT** Samantha Boucek

**PHONE** 389-5364

**AID TYPE** Not Specified

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

---

**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**

---