

BLOOMSBURG UNIVERSITY OF PENNSYLVANIA ON-CAMPUS WORK-STUDY POSITIONS

POSITION Office Assistant

POSTED 6/7/2018

DUTIES

Data entry, records management, filing, answering phones, message taking, and greeting office visitors. Deliveries to various campus buildings. Processing and routing daily mail. Typing various memos, forms, tables, etc. using Word, Excel, etc. as necessary.

REQUIREMENTS

Must possess skill in utilizing various software programs, such as Microsoft Word, Excel, and Outlook. Answer incoming telephones calls and greet office visitors in a pleasant and professional manner. Must be prompt, conscientious, reliable, and trustworthy in dealing with confidential material. Professional dress and attendance at college events will be required. Work hours are flexible with school schedule. This position is for the remainder of the summer and 2018-19 academic year. As deemed necessary by the Work-study Supervisor, this position will consist of between 7 to 10 hours per week. Personal interview will be required.

DEPARTMENT College of Science & Technology

CONTACT Shannon Yarnell

PHONE 389-5301

AID TYPE Federal or State

E-MAIL syarnell@bloomu.edu

BLOOMSBURG UNIVERSITY OF PENNSYLVANIA ON-CAMPUS WORK-STUDY POSITIONS

POSITION Temporary First Destination Survey Caller

POSTED 5/18/2018

DUTIES

EMPLOYMENT DURATION: July 9, 2018 to July 27, 2018
(GENERAL)

Assist in gathering data from recent graduates of Bloomsburg University on their post-graduate career status. Training is provided.

(SPECIFIC)

Placing telephone calls to alumni in order to collect updated information. Performs general office tasks, such as phone calls, answering phones, retrieving messages from voicemail, basic typing and data entry.

REQUIREMENTS

- Evening work hours are required
- Possess strong written, phone, communication, listening, and organization skills, while maintaining a professional demeanor
- Ability to perform detail-oriented tasks
- Maintain confidentiality and safeguard database records
- Proficient in Microsoft Word, Excel, and Outlook
- Knowledge of Qualtrics survey platform a plus (but not required)

*Students with prior on-campus work experience are encouraged to apply

PAY RATE: \$7.25/Hour

HOURS:4:30-8:30 PM (4) DATES:TBD

APPLICATION INSTRUCTIONS:

Submit e-mail of interest including current work-study eligibility (please note additional instructions below) and your resume to Jessica Beaver:
jbeaver@bloomu.edu

If you are work-study eligible, please provide the following in your e-mail of interest:

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

DEPARTMENT Planning and Outcomes Assessment

CONTACT Jessica Beaver

PHONE 389-4098

AID TYPE Federal or State

E-MAIL jbeaver@bloomu.edu

BLOOMSBURG UNIVERSITY OF PENNSYLVANIA ON-CAMPUS WORK-STUDY POSITIONS

POSITION Office Assistant (Fall 2018)

POSTED 5/11/2018

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

PHONE 389-4526

AID TYPE Federal or State

E-MAIL clamoreaux@bloomu.edu

BLOOMSBURG UNIVERSITY OF PENNSYLVANIA ON-CAMPUS WORK-STUDY POSITIONS

POSITION Office Assistant (Summer 2018)

POSTED 5/11/2018

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. Inclusion of resume and cover letter with application encouraged.

DEPARTMENT Office of the President

CONTACT Christa Lamoreaux

PHONE 4526

AID TYPE Federal or State

E-MAIL clamoreaux@bloomu.edu

BLOOMSBURG UNIVERSITY OF PENNSYLVANIA ON-CAMPUS WORK-STUDY POSITIONS

POSITION Office Assistant Summer/Fall 2018

POSTED 5/1/2018

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 Summer & Fall 2018 semester. Personal interview will be required.

DEPARTMENT Zeigler College of Business

CONTACT Charlotte Kemper

PHONE 389-4813

AID TYPE Federal or State

E-MAIL ckemper@bloomu.edu

POSITION Facilities Management Office Assistant Summer 2018

POSTED 4/27/2018

DUTIES

Greets visitors, distributes parking passes, answering phones, filing, typing, data entry, record keeping, closing work orders, scanning documents and other miscellaneous duties as assigned.

REQUIREMENTS

Student must be familiar with Microsoft Word and Excel and comfortable with learning new software. Must be available mornings starting at 8am. Student must be familiar with Microsoft Word and Excel and comfortable with learning new software. Must be available mornings starting at 8am to 12:30.

DEPARTMENT Facilities Management

CONTACT Christa Hart

PHONE 389-4278

AID TYPE Federal or State

E-MAIL chart@bloomu.edu

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(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 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.
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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

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

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.

DEPARTMENT Admissions

CONTACT Sibel Rasim

PHONE 389-2798

AID TYPE Federal or State

E-MAIL 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. 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

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

DEPARTMENT Communications

CONTACT Tom McGuire

PHONE 5134

AID TYPE Federal or State

E-MAIL 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 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 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**
