This position begins Winter break 2019. The office assistant supports the operation of the Financial Aid Office by answering phones and assisting incoming visitors to the department. This requires extensive knowledge of the gamut of financial aid programs. Training will be provided. Duties specific to the administration of the Student Employment Program include:

• Creating and maintaining spreadsheets in Excel.
• Relaying information regarding student eligibility to department supervisors, including determining reasons for non-eligibility.
• Completing Board of Assistance request forms for students applying for public assistance.
• Assisting the work-study coordinator with organizing, filing, and processing work-study employment applications.
• Various other duties including assisting with job fairs and student employment of the year activities, running errands on campus, typing correspondence, scanning documents, and other general office duties.

Because of the extremely busy nature of the financial aid office, the successful candidate should be positive, outgoing, and capable of handling stressful situations. Candidate should possess excellent customer service and communication skills (written and oral). Knowledge of Word, Excel and general computer skills a must. Must be punctual, dependable and be a team player. Freshman or sophomore status preferred. Should be local to the university and available to work year-round, 20 hours per week, including summers and breaks, full-time, 37.5 hours per week. Office hours are 8am to 4:30pm. Monday thru Friday. Submit resumes via email to jgolden@bloomu.edu.

DEPARTMENT Financial Aid

CONTACT Jamie Golden

AID TYPE Federal or State

PHONE

E-MAIL jgolden@bloomu.edu
**POSITION**  Student Assistant, Departments of Political Science & Philosophy  
**POSTED**  9/16/2019  

**DUTIES**
*Act as receptionist for the departments by directing visitors to the proper area or individual.  *Take messages as needed.  *Run on-campus errands for the departments as needed.  *Pick up, sort, and distribute mail to faculty/staff mailboxes.  *Photocopy, fax, and scan for the departments and be able to do basic maintenance on the photocopier (i.e., clearing jams, refilling paper, replacing toner cartridges, etc.).  *Other duties as assigned by Department Secretary, Chairs, and Faculty of the POLISCI Department and the Philosophy Department.

**REQUIREMENTS**
Student should be approved for work-study.  Student should have good interpersonal skills and be dependable and punctual.  If hired, student must complete all necessary clearances.  Although there is no dress code, student is expected to dress "workplace appropriate".  Students can apply by sending brief resume and letter of interest to lclemens@bloomu.edu.  Two positions to begin Spring 2020 Semester.

**DEPARTMENT**  Political Science

**CONTACT**  Lori Clemens  
**PHONE**  4246

**E-MAIL**  lclemens@bloomu.edu
POSITION New Student Orientation-Office Assistant

POSTED 9/11/2019

DUTIES

Job Profile and Description
Job Title: New Student Orientation Office Assistant (Starting in spring 2020 semester)
Report To: Jodie Roth, Orientation Office Secretary, who reports to Dr. Kristin Austin, Assistant Director of New Student Orientation.
Job Type: State Work-Study, Exempt category, minimum wage, up to 10 hours per week with classes, 20 hours per week in summer with classes, 20-37.5 hours a week during the summer months without classes.
Summary: The Office Assistant is a customer-service oriented role, responsible for providing support and leadership within the logistical operations of the New Student Orientation Office. The OA’s primary focus is supporting the secretary of the Office of New Student Orientation. Supplementary duties involve contributing to the overall functioning of the New Student Orientation Office and all associated programs.

Duties and Responsibilities
- Serves as one of the first points of contact for all new BU students, guests and callers.
- Helps to coordinate and prepare all orientation registration materials and check-in.
- Working with orientation database(s) regarding registration, meal tickets and personal information.
- Knowledge of and familiarity with Microsoft Office programs is helpful.
- Contributes to the overall functioning and initiatives of the orientation office.

REQUIREMENTS

Skills and Knowledge
Work well in a team environment, willingness to take initiative, reliable, demonstrate interpersonal communication skills, ability to manage stress and prioritize, and work independently with minimal supervision.

Education and Specifications
Bloomsburg University Undergraduate Student, must be a resident of Bloomsburg for the summer or live within commuting distance, and cannot hold another work-study position on campus. TO APPLY: SEND A RESUME TO JODIE ROTH, jroth@bloomu.edu

DEPARTMENT Orientation

CONTACT Jodie Roth
AID TYPE State
PHONE
E-MAIL jroth@bloomu.edu
BLOOMSBURG UNIVERSITY OF PENNSYLVANIA
ON-CAMPUS WORK-STUDY POSITIONS

POSITION Auxiliary Positions
POSTED 6/18/2019

DUTIES

https://youtu.be/0SNPtp2_Gw

Bloomsburg University Police Department is spearheading a new safety initiative engaging all student majors as a way of providing a heightened level of security services and meaningful employment on campus. BU PD is interested in you if you have leadership, integrity and honor to uphold the highest standards and performance of the BU PD.

Bloomsburg University wants you to apply, searching for all majors and talents to uphold our long tradition of public safety and service to the community. We are looking for students who may interested in pursuing careers in law enforcement, as first responders, particularly if you are a Criminal Justice major, nursing major, volunteer firefighters, EMT’s or our veterans and military students.

Bloomsburg University Student Auxiliary Patrols are comprised of work study students who are employed and trained by BU PD. Student Patrols provide an added security presence, carry police radios, wearing a uniform designating them as a Student Auxiliary Patrol, notifying police of suspicious activities and deterring criminal acts. Student Patrols provide a valuable service to both police and the university.

Some of the assigned duties may include:
- Late night walking escorts
- Directing vehicle and pedestrian traffic during large events such as football games
- Monitoring Parking Areas – assisting motorists
- Screening patrons for prohibited items at large events
- Assist in medical emergencies and fire emergencies
- Customer Service & Community Relations related duties
- Student move-in

REQUIREMENTS

Applicants must possess, agree to, and/or have the following:
1. Possess strong communication and interpersonal skills
2. Be able to work flexible hours, including home football game days
3. Provide a detailed resume of relevant job experience and training
4. Display a high standard of ethical & moral conduct
5. Be able to stand and/or walk for an entire shift
6. Possess a valid Red Cross CPR/First Aid Certification, or be able to pass the certification test given by the American Red Cross after attending a class provided
7. Complete required training and be able to be certified in blood-borne pathogen standards
8. Pass a BU employment background investigation (fingerprints and PA Child Abuse Clearance)
9. Complete – sign a confidentiality agreement
BLOOMSBURG UNIVERSITY OF PENNSYLVANIA
ON-CAMPUS WORK-STUDY POSITIONS

DEPARTMENT  University Police
CONTACT    Sue Snyder
AID TYPE    Federal or State
PHONE      389-4949
E-MAIL     ssnyder@bloomu.edu

POSIXON  Student Assistant Game Manager
POSTED   6/12/2019

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

REQUIREMENTS
Background in athletics helpful. Must be reliable, organized, and team oriented individual. Must work all home football game dates (limited exceptions). Position requires to work weekends, nights. Outside of home football dates, employers will have freedom to sign up for other events to help work with their class schedule.

DEPARTMENT  Athletics-Operating
CONTACT    Eric McCabe
AID TYPE    Federal or State
PHONE      389-3907
E-MAIL     emccabe@bloomu.edu