BLOOMSBURG UNIVERSITY OF PENNSYLVANIA
ON-CAMPUS WORK-STUDY POSITIONS

POSITION  Office Asst-Human Resources/Labor Relations-Beginning Spring 2021
POSTED  1/14/2021

DUTIES
Greet visitors to the Human Resources/Payroll office, respond to phone calls, assist staff, students and off campus visitors with questions, prepare mass-mailings, filing, word processing, photocopying, deliveries throughout campus and other office functions as needed.

The position requires a high-level of accuracy in assignments.

Student employees must exhibit professional manner on the phone and in-person when dealing with campus personnel, students, and visitors. It is imperative that student employees understand the 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.

During the academic year, students may work up to 15 hours per week.

Office hours are from 8:00 a.m. to 4:30 p.m. during the academic year.

REQUIREMENTS
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.

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

Students must maintain a minimum GPA of 2.0 to be considered for this position. Freshman and sophomore students encouraged to apply.

Please email Matthew Quinn, student supervisor, at mquinn@bloomu.edu to request an interview.

DEPARTMENT  Human Resources & Labor Relations

CONTACT  Matthew Quinn  PHONE  389-2745
AID TYPE  Federal or State  E-MAIL  mquinn@bloomu.edu
### BLOOMSBURG UNIVERSITY OF PENNSYLVANIA
### ON-CAMPUS WORK-STUDY POSITIONS

**POSITION**  Off-Campus position-Children's Museum  
**POSTED**  1/14/2021  

**DUTIES**  
**THIS POSITION IS OFF-CAMPUS**  
The Childrens Museum is looking for Bloomsburg University students who are available in the spring and fall semesters. The duties of this position include, but are not limited to:  
- Promotes an interactive educational experience for museum visitors  
- Greets visitors at the front desk and exhibit halls  
- Helps maintain the safety and appearance of exhibit spaces  
- Helps set up and facilitate crafts, experiments, and activities during special events  
- Provides support with office work and mailings  
- Occasionally operates cash register  
- Works with staff on marketing museum programs  

**REQUIREMENTS**  
To be considered for the job, you must first confirm you are approved for a federal work-study position. To do this, contact Jamie Golden at the Office of Financial Aid (jgolden@bloomu.edu).  
The museum is a short 15-minute walk from campus. There is parking available if you have a car. We are open Monday-Saturday 10-4. There are also occasional evening events you could work. The typical hours for this position are anywhere from 9:00 am to 4:30 pm. Availability to work over breaks is a plus. We are willing to work around your class schedule!  
To apply, please send your resume and availability to Shelby K. at shelby@the-childrens-museum.org.  
No phone calls or drop-ins, please.  

**DEPARTMENT**  Off-Campus Work-Study  

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| Shelby K | shelby@the-childrens-museum.org | Federal | }
POSITION  Student Assistant Game Operations Manager
POSTED  12/18/2020

DUTIES
Include, but are not limited to: games management, operations, marketing and promotions, inventory assessment, night and weekend hours will be regularly necessitated.

REQUIREMENTS
*Strong organizational and computer skills
*Excellent communication skills
*Ability to work independently in a fast paced environment and meet established work deadlines
*Interest in intercollegiate athletics

DEPARTMENT  Athletics-Operating
CONTACT  Eric McCabe
PHONE  898-6205
AID TYPE  Federal or State
E-MAIL  emccabe@bloomu.edu

POSITION  Office Assistant-Spring 2021
POSTED  10/30/2020

DUTIES
serve as the first point of contact in the office: answer phones, greet customers, help students and parents, sort mail, send emails to students, shredding, imaging documents, run errands on campus, other office tasks as assigned

REQUIREMENTS
excellent customer service skills, pleasant personality, ability to multi-task, must be able to work 20 hours per week, prefer student be local to Bloomsburg area and in their freshmen year with ability to work during the summer and winter breaks

DEPARTMENT  Registrar
CONTACT  Anne Broyan
PHONE
AID TYPE  Federal or State
E-MAIL  abroyan@bloomu.edu
POSITION  Office Assistant

POSTED  10/28/2020

DUTIES
Manage records, complete data entry tasks, and maintain filing systems. Answer incoming phone calls, take detailed messages, and greet office visitors. Process/route daily mail and deliver correspondence to various campus buildings. Type documents and organize information utilizing the Microsoft Office suite (Word, Excel, etc.) and other campus-specific programs. Assist in college events and outreach as necessary.

REQUIREMENTS
Candidate must have intermediate technology skills and the ability to complete tasks in Microsoft Office suite (Word, Excel, etc). Ideal applicant is reliable, timely, conscientious, and trustworthy with confidential/sensitive material. Dress and conduct must be professional. Work hours can be adjusted to accommodate class schedule. Availability during semester breaks is preferred but not required. Personal interview (Zoom) will be conducted as part of the hiring process.

DEPARTMENT  College of Science & Technology

CONTACT  Shannon Yarnell  PHONE  389-5301

AID TYPE  Federal or State  E-MAIL  syarnell@bloomu.edu
This position is OFF-CAMPUS
Under the guidance of the Wellness Director, a Health Coach is responsible for all
duties related to the operation of the Wellness Centers of the Berwick Area YMCA as
described in this document, as well as other duties that may be assigned by the
Wellness Director.

Duties and Responsibilities
A. Responsibilities
1. Attend all initial and ongoing trainings
2. Accept ongoing duties/responsibilities as assigned by the Wellness Director. This
includes following through to ensure they are done in a timely and professional
manner
3. Create a safe, friendly and clean environment for YMCA members and guests
4. Provide wellness orientations, fitness assessments
5. Actively engage members and guests
6. Enforce wellness center age, safety, and etiquette policies
7. Maintain cleanliness and organization of wellness centers
8. Complete one-time tasks as assigned by the Wellness Director
9. Cover shifts for other wellness employees as needed, this may include filling in as
needed when there is no one else available to work a given shift

B. Duties – Business Aspects
1. Be responsible for filing required documents daily or as needed
2. Arrive no less than 10 minutes before your shift starts
3. Do not use any form of electronic devices in the presence of members or guests
4. When requesting time off find substitute staff to cover all your duties
5. Do not idly sit at the wellness desk, the desk is a tool to help you perform your
duties
6. Ensure required certifications remain current and up to date
7. Ensure your contact information is always current
8. Do not discuss private YMCA business in the presence of members or guests

C. Duties – Member Relations
1. Be responsible for welcoming, greeting, and thanking members, guests, and
participants who use the YMCA
2. If a member has a problem, stop what you are doing fully engage that member and
do everything you can to help them solve their problem. Their problem is your
problem.
3. If you can’t solve a member’s problem direct them to someone who can i.e. a
director
4. Learn and use members’ names as often as possible
5. Ensure excellent customer service is provided at all times
6. Be knowledgeable of programs and activities occurring at the YMCA

D. Duties – General To All YMCA Staff
1. Follow all policies and procedures
2. Be involved in non-departmental YMCA activities that further the mission of the YMCA
3. Help to further the YMCA’s cause by relaying to members the YMCA’s cause and mission
4. Other duties may be assigned to the front line staff as needed

REQUIREMENTS

Qualifications & Job Skills
Must be at least 18 years old. This person should have a strong personal commitment to overall wellness; have a positive attitude and ability to work independently. Must have excellent communication skills including the ability to effectively interview members regarding their wellness needs. Must be able to articulate and communicate effectively while instructing participants in proper execution of weight bearing and cardiovascular exercise. Must have current knowledge of strength training guidelines and ability to modify exercises for special populations when needed. It is beneficial but not required to have the following qualifications, as listed in “job skills” below, in order to successfully perform the Health Coach position.

1. Knowledge and understanding of exercise testing, exercise program design, and program implementation
2. Knowledge, skill, and ability regarding exercise techniques and proper use of all exercise equipment
3. Knowledge, skill, and ability to work with volunteers and staff in a professional and cooperative manner
4. Knowledge, skill, and ability to interact with members from infant to adult in a pleasant and friendly manner

Certifications, Licenses, and Registrations
1. Have, or be in the process of obtaining, CPR/AED and 1st Aid
2. Have or be in the process of obtaining, any other certifications, licenses or registrations that have been mutually agreed upon by the YMCA and the incumbent
3. Incumbent must have a valid Driver’s License or photo ID, reliable transportation, and have a working phone number and email address where they can be reached

Physical and/or Mental Demands
The physical and mental demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.
1. Incumbent must be able to stand or sit for extended lengths of time, as demanded by the job
2. Incumbent must be able to lift/move 50 lbs. as demanded by position
3. Physical activities for this position include but are not limited to; climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, running, pushing, pulling, lifting, grasping, and repetitive motions
4. Must have the ability and patience to instruct members while using effective communication and human relations skills to handle situations with people of all socioeconomic levels. Must have the ability to conduct, demonstrate and safely lead members at their personal level of ability, including proper exercise technique and serving as a spotter.

Work Environment
The work environment characteristics described below are representative of those that an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with challenges to perform the essential functions.
1. Chemicals used in YMCA facility
2. Slippery pavement/concrete in parking area
3. Slippery floor inside building (mopped or rain water)
4. Contact with numerous people on a daily basis – health issues
5. Stress created by a job with multiple duties and responsibilities

Make an Impact
Everything we do impacts how our members and guests see us. As a Wellness Staff member it is important that you exhibit these basic guidelines at all times.
1. Staff will be empowered, authorized, and expected to serve members. I will use my best judgment and all the tools available to me to serve our members.
   Supervisors are here to support you.
2. Staff will be role-models of YMCA Character Values. I will exemplify the core values of caring, honesty, respect, and responsibility in all of my daily interactions, to staff and members alike.
3. Staff will treat all people with dignity according to the Golden Rule. I will treat others as I would like to be treated. I will not judge other members.
4. Staff will be responsive to members above all else. I will stop what I am doing to fully engage each member.
5. Staff will be unified in a common purpose and committed to teamwork. I will always give members more service and attention than they expect. We are all on the same team going the same direction.
6. Staff will be knowledgeable in all that the Y has to offer. I will never end a question with “I don’t know”. It’s always my job; it’s always in my area.

7. Staff will commit to ownership of their work environment. I will show pride in my “Y” by not walking past anything that is wrong and follow through to see each member's concern to its conclusion. You see it – you own it.

8. Staff will come to work with their best attitude. I will give our members and fellow staff my best each time I come to work.

9. Staff will be committed to soliciting valuable member feedback. I will treat every incident of member feedback as an opportunity for the YMCA to improve, thanking members for giving us the opportunity.

10. Staff will be easily identifiable and professional. I will wear my name badge and staff shirt and look professional while I am at work.

THIS JOB DESCRIPTION MAY NOT BE ALL INCLUSIVE AND EMPLOYEES ARE EXPECTED TO PERFORM ALL OTHER DUTIES AS ASSIGNED AND DIRECTED BY MANAGEMENT. JOB DESCRIPTIONS AND DUTIES MAY BE MODIFIED WHEN DEEMED APPROPRIATE BY MANAGEMENT.

DEPARTMENT Off-Campus Work-Study

CONTACT Chris Reigel

AID TYPE Federal

PHONE

E-MAIL wellness@berwicky.org
POSITION  Student Worker-Fraternity and Sorority Life Marketing

POSTED  8/18/2020

DUTIES
Managing OFSL social media accounts, designing marketing materials for office, creating content for FSL website.

REQUIREMENTS
Proficient in utilizing Facebook, Twitter, and Instagram and understanding platform analytics is a plus. Strong knowledge of and experience with Photoshop, Illustrator and/or InDesign. Strong writing skills for the development of website content.

DEPARTMENT  Office of the V P for Student Affairs

CONTACT  Nicole Cronenwett

AID TYPE  Federal or State

PHONE

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

POSITION  Summer Tutor/Mentors with TRIO Upward Bound Program
POSTED  1/15/2020

DUTIES
Upward Bound's Summer Academy is designed to provide students with the motivation and skills needed to succeed in high school and beyond through a highly-structured and intentional introduction to college life. Whether the Summer Academy is held on campus or virtually, TMs will serve as positive and encouraging role models, plan and lead small group meetings for their assigned "team," help organize educational, social, and recreational activities, chaperone field trips and tours of college campuses, develop and teach fun and engaging elective classes to occur in person or virtually, assist teachers as classroom assistants, monitor attendance and the academic progress of their assigned team members, and help to establish and maintain a positive, inclusive, and motivating environment that supports students' overall academic and personal growth. Tutor/Mentors will work under the supervision of Housing Supervisor and the year-round program staff if on campus or under the supervision of the year-round program staff and possibly a Virtual Academy Coordinator if the Summer Academy occurs virtually.

In addition to invaluable professional experience, Tutor/Mentors will receive a total pre-tax payment of $2,520, which will be paid in biweekly installments. Additionally, if the Summer Academy is held on campus, housing in a single air conditioned residence hall room and an on-campus meal plan which includes weekend meals will be provided.

REQUIREMENTS
For more details and to apply, please visit https://forms.gle/9u2tXBGiBsUFG3BX7.

Applicants MUST ...
- Be enrolled in an undergraduate program of study at Bloomsburg University
- Plan to enroll in at least six credits at BU during the fall 2021 semester
- Have at least 30 earned credits after the end of the spring 2021 semester
- Be in good academic standing (a cumulative GPA>3.0 is preferred)
- Be able to successfully complete a criminal background check and obtain required clearances
- Participate in a Zoom interview during February 15 - 24, if selected

PERIOD OF EMPLOYMENT: June 14 to August 1, 2021*
* Includes one week of mandatory training (June 14 - 18), the six week long Summer Academy (June 20 - July 31), and closing activities (July 31 and August 1)

DEPARTMENT  Upward Bound

CONTACT  John Kula
PHONE  389-4272
BLOOMSBURG UNIVERSITY OF PENNSYLVANIA
ON-CAMPUS WORK-STUDY POSITIONS

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