

BLOOMSBURG UNIVERSITY OF PENNSYLVANIA
ON-CAMPUS WORK-STUDY POSITIONS

POSITION Student Secretary/Receptionist

POSTED 8/15/2018

DUTIES

typing, answering phone, relaying messages, running errands

REQUIREMENTS

reliable, good with the public, must be able to work TuTh 12:30-2:00 and F 1:00-3:00. Please email.

DEPARTMENT Anthropology

CONTACT Janet Locke, a.m. only

PHONE 389-4860

AID TYPE Federal or State

E-MAIL jlocke@bloomu.edu

BLOOMSBURG UNIVERSITY OF PENNSYLVANIA ON-CAMPUS WORK-STUDY POSITIONS

POSITION Technical Crew

POSTED 8/9/2018

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 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 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 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 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 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

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
