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

POSITION  Help Desk / Exam Scanning Operator

POSTED  11/16/2023

DUTIES
Bloomsburg University's Office of Technology is looking for a dedicated and customer service-centric student to provide customer service to faculty and staff as part of Exam Scan Services. Responsibilities include: Assisting with the creation and maintenance of exam scan profiles; scanning and returning tests to faculty members; running errands on campus as directed by supervisor.

REQUIREMENTS
Prospective individual should have an eye for detail and be able to work well with others. Previous customer service experience preferred, but not required. Willing to train. Position pays $7.25 to start with opportunities for advancement. Apply online at: http://www.bloomu.edu/technology/apply or inquire in person at the helpdesk in Ben Franklin, room 120.

DEPARTMENT  Technology Support Services

CONTACT  Al Galliani
PHONE  570-389-4

AID TYPE  Federal or State
E-MAIL  agallian@commonwealthu.edu
POSITION  Moving Crew Laborer Helper

POSTED  3/2/2023

DUTIES
Primarily assists the moving crew with loading, hauling, setup and transportation of equipment, 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, including cleaning and clearing of building entrance ways, and snow removal activities. Other duties as directed.

REQUIREMENTS
Must possess sufficient strength and physical ability to safely lift and move heavy objects, and work under adverse weather conditions. May be required to drive University vehicles, and must have a valid PA Drivers License. Must satisfactorily complete an interview. MUST BE ELIGIBLE FOR WORK STUDY AND HAVE ALL NECESSARY PAPERWORK (FAFSA, etc.) COMPLETED through the Financial Aid Office. Work Hours: Monday-Friday 8am to 4pm. Must be available for a minimum of two consecutive hours. All hours available will be taken into consideration at the time of the interview, while working with the student's academic schedule.

DEPARTMENT  Facility Services

CONTACT  Mike Smathers  PHONE  389-4941

AID TYPE  Federal or State  E-MAIL  msmather2@bloomu.edu
DUTIES
This office on-campus job includes a variety of responsibilities such as:
• Answering telephones
• Opening, sorting and delivery of mail on a daily basis
• Data entry
• Touring prospective students and their families
• All other duties assigned by the admissions professional and support staff

The tour guide position includes:
• Giving multiple tours a week
• Participating in large admissions recruitment events
• Participating in panels

Students interested in this position should possess the following:
• Strong work ethic
• Good communication skills
• Reliability
• Ability to adhere to office dress code
• Friendly and able to work well in a diverse population
• Knowledgeable about Bloomsburg University and campus

REQUIREMENTS
• 2.3 GPA or higher
• FASFA must be on file
• must not have another work-study position w/ exception of note taker, tutor or HOWL.
• must have completed at least 12 BU credits
• must be in good standing with Dean of Students Office

This position pays a rate of $11.50/hr
Applying at https://www.bloomu.edu/student-tour-guide-application or email buadmiss@commonwealthu.edu with questions.
Department: Admissions
Contact: Maramonne Houseknecht
Phone: (570)389-4867
Email: mhouskn@commonwealth.edu

AID TYPE Federal or State
E-MAIL mhouskn@commonwealth.edu
POSITION Office Assistant (3 positions)

POSTED 1/24/2023

DUTIES
Act as receptionist for the department by directing visitors to the proper area or individual. Answer the phone and assist caller, transfer call or take message. 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 department. Will also be responsible for making sure all copiers have paper, file student papers as needed, keep track of office supplies, notify secretary when they need to be ordered, as well as other duties as assigned. Should have good interpersonal skills and be dependable. Please send letter and resume to either GayAnne or Brandy for consideration.

REQUIREMENTS
Local Freshman or Sophomore student available to work during breaks. Local student would be great to work summers and breaks, but not necessary for all three positions. Contact GayAnne Spezialetti at gspezial@bloomu.edu or Brandy Hower at bhower@bloomu.edu

DEPARTMENT Nursing

CONTACT Brandy Hower

AID TYPE Federal or State

PHONE 389-4423

E-MAIL bhower@bloomu.edu

POSITION Nursing Simulated Learning Lab Student Worker

POSTED 1/24/2023

DUTIES
Answer phones, clerical tasks, set up and tear down for simulation experiences, maintain educational material closet; stock supplies, maintain lab and manikins in a neat and clean environment; assist nursing students, faculty and staff as needed; do laundry as needed. Must be proficient with computers, Mircosoft Word and Excel.

REQUIREMENTS
Junior or senior nursing students with a GPA of 3.0 and higher

DEPARTMENT Nursing

CONTACT Gail Jasman

AID TYPE Federal or State

PHONE 389-3863

E-MAIL gjasman@commonwealthu.edu

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11/16/2023
POSITION  Summer Tutor/Mentors with TRIO Upward Bound Program

POSTED  1/24/2023

DUTIES
Tutor-Mentors will be employed from June 9 to July 21 and reside on campus with approximately 30-50 high school students (grades 10-12) during the six weeks (weekdays only) of Upward Bound's Summer Academy. This is an excellent opportunity for education and human services majors or others seeking to work with youth in the future. TMs serve as positive and encouraging role models, lead a team of students, organize and lead activities, chaperone off-campus field trips, develop and teach elective classes, monitor the academic progress of students, and establish a positive, inclusive, and supportive residential experience under the supervision of the program's Housing Supervisor and office staff.

IMPORTANT: Applicants are unable to enroll in classes, cannot hold other positions on campus, and must reside on campus when students are present during their time of employment. Room and board for TMs is provided and a mandatory staff training/planning week will occur from June 5-9. In addition to rewarding and invaluable professional experience, TMs receive a summer salary of $2,800, paid biweekly.

For more information and/or to apply online, visit https://tinyurl.com/UBRM24 or email trioupwardbound@commonwealthu.edu for the link.

APPLICATION DEADLINE:  Friday, February 2 2024

REQUIREMENTS
Applicants must be enrolled in an undergraduate program of study at Commonwealth University, have completed at least 30 credits (60+ preferred) by the end of the spring 2024 semester, be in good academic standing (a GPA of 3.0 or higher is preferred), and be able to successfully complete a criminal background check and obtain required clearances.

DEPARTMENT  TRIO Upward Bound

CONTACT  Theresa Baylor  PHONE  389-4280

AID TYPE  Federal or State  E-MAIL  trioupwardbound@bloomu.edu
POSITION  Summer Evening Monitor with TRiO Upward Bound (June 11-21, 2023)

POSTED  1/24/2023

DUTIES
TRiO Upward Bound's summer students (approximately 30-50 high schoolers) will reside on campus during the program's six week residential Summer Academy. (Students go home most Fridays and return on Sunday evenings while the Summer Academy is in session.) The Evening Receptionist/Monitor will oversee the student sign in and sign out process, greet and admit authorized visitors, answer the main phone line, conduct occasional rounds and monitor common areas after "lights out," maintain ongoing contact with on-duty staff, provide supervision of common areas after "lights out" time, pick up and monitor evening snacks from the dining hall, assist on check in and check out days, and perform other duties as needed.

HOURS: Most Sundays from 6:30 to 11:30 p.m., most Mondays through Thursdays from 5:45 to 11:30 p.m., and most Fridays from 4:30 to 7:30 p.m. Hours will vary on move in (June 11) and move out (July 22) days.

SALARY:  $8.50 per hour

For more information and/or to apply online, please visit https://tinyurl.com/UBMonitor or email triouwardbound@bloomu.edu.

Applications will be accepted until the postion is filled.

REQUIREMENTS
Applicants must have completed at least 30 credits (60+ preferred) by the end of the spring 2023 semester, plan to enroll in at least six credits for fall 2023, be in good academic (GPA>2.5) and disciplinary standing, be eligible for federal and/or state work/study funds, be able to successfully complete a criminal background check and obtain required clearances, and have an updated FAFSA for the 2023-24 academic year submitted.

DEPARTMENT  TRiO Upward Bound

CONTACT  Theresa Baylor  PHONE  4280

AID TYPE  Federal or State  E-MAIL  triouwardbound@bloomu.edu;
POSITION Accounts Payable Clerk
POSTED 12/8/2022

DUTIES
File, answer phones, open and sort mail, coordinate PO to invoice, work with purchasing department

REQUIREMENTS
Able to work summer and winter breaks

DEPARTMENT Finance and Business Services
CONTACT Lori Olshefski
PHONE 389-4648
E-MAIL lolshefs@bloomu.edu

POSITION Student Secretary-Fall 2023 thru Spring 2024
POSTED 12/2/2022

DUTIES
Greet visitors, answer telephone, provide assistance to department secretary, assistance to department faculty, distributes mail, runs errands, and helps with departmental lecture series.

REQUIREMENTS
Proficient in Word Processing, various software programs (Word, Excel), internet search, have a pleasant telephone manner and an ability to communicate professionally. Must be punctual and dependable.

DEPARTMENT Economics & Finance
CONTACT Jodi Budihas-Roginsky
PHONE 389-5157
E-MAIL jbudihas@bloomu.edu
**POSITION**   Elementary Tutor  
**POSTED**   10/25/2022  

**DUTIES**
The tutor would be responsible for following lessons designed by the student’s classroom teacher. Tutors would instruct students one on one or in a small group and address their needs. The tutor would also be responsible for assisting students with homework, reinforcing key concepts taught in the classroom, and providing feedback to enhance student academic performance.  

**REQUIREMENTS**
This is an off-campus position at the Saint Columba School in downtown Bloomsburg. Student must be eligible for a FEDERAL work-study award. Please check with the Financial Aid Office before applying to this position.  

**DEPARTMENT**   Off-Campus Work-Study  
**CONTACT**   Partice Coombe  
**PHONE**   784-5932  
**E-MAIL**   pcoombe@saintcolumbaschool.
POSITION  Community Watershed Assistant  
POSTED  9/27/2022  

DUTIES  
• Review websites and other existing project related materials to gain an understanding and appreciation for the goals and objectives of POWR, watershed organizations generally, and the history and progress of this project to date.  
• Edit or recreate the 2021 Cumulative Impacts Survey for ease of use and better response rate  
• Effectively use communication tools such as email, phone calls, occasional in person meetings to encourage organization leaders to complete the survey.  
• Assist with data management, analysis, and meaningful visualization of results and outcomes to help tell the story of the collective impacts and successes of CWOs.  
• Develop additional Annual Report templates for easy-to-read, meaningful, and impactful story-telling by watershed groups to key target audiences.  
• Use templates to create specific reports for individual organizations.  
• Assist in writing Project Success Stories for publication on website, blogs, newsletters, etc.  
• Assist in the creation of save-the-dates, sponsorship forms, programs, and posters for the watershed conference.  
• Participate in PEC/POWR Water Team calls to share project updates and learn about other program initiatives.  

REQUIREMENTS  
• Communication Skills: Ability to confidently articulate project needs, benefits, and expectations to program partners using excellent verbal and interpersonal skills  
• Proficiency with basic data analysis and synthesis: creating graphs, tables, etc.  
• The capacity to think creatively to develop meaningful approaches to data visualization (infographics, story maps, etc.)  
• Proficiency with Microsoft Outlook, Word, Excel, PowerPoint, and Survey Monkey or similar survey, data collection, and/or evaluation software.  
• Graphic design skills  
• Ability to create a compelling story from a short interview about a project or program  
• Ability to work independently  

DEPARTMENT  Off-Campus Work-Study  
CONTACT  Tali MacArthur  
AID TYPE  Federal  
PHONE  
E-MAIL  tmacarthur@pepca.org
COMMONWEALTH UNIVERSITY OF PENNSYLVANIA
BLOOMSBURG ON-CAMPUS WORK-STUDY POSITIONS

POSITION  Marketing & Social Media Assistant
POSTED  9/26/2022

DUTIES
The working environment at the BPL is casual, but professional. All staff members work in a mutually respectful and supporting manner; the same is expected of work-study employees and interns. You can expect to be treated as staff members. Work-Study employees and interns are expected to follow the Behavior Standards and Guidelines for Appropriate Workplace Conduct in the BPL Personnel Policy.

Schedule
This is an in-person position. We will build a schedule around your class schedule. You will work an average of 10 hours over the course of a semester. The schedule is flexible to allow for exams and holidays. The position begins on Sept. 6 and ends on December 2, 2022. If you are interested in an unpaid internship with us, you must contact your Bloomsburg University academic department. Please consult your department chair for the possibility of receiving credits for this position.

Essential Responsibilities
1. Collaborate with Library Director and Assistant Director to engage library supporters in advance of fundraising events and throughout ongoing campaigns
2. Post frequently to the library’s Instagram and Facebook accounts to engage the public
3. Create print promotional materials for fundraising, library events, and fundraisers
4. Create and implement awareness campaigns for the library’s key services and resources
5. Produce print and electronic promotional materials for a variety of target audiences
6. Perform other duties as assigned

REQUIREMENTS
Skills and Abilities
1. Proficient in Instagram and Facebook marketing; working knowledge of other platforms
2. Knowledge of social media best practices
3. Good working knowledge of Canva or the ability to quickly develop a working knowledge
4. Knowledge of free image resources
5. Ability to focus and complete tasks on time
6. Excellent written communication skills
7. Strong customer service, communication, and organizational skills
8. Close attention to detail
9. Sincere interest in promoting public library values
10. Ability to imagine, plan, and implement creative projects

Special Requirement: All employees must have PA and Federal clearances from Bloomsburg University.

Interested in building your portfolio with real-world experience at a busy
nonprofit? Send a cover letter and a resume of marketing-related coursework, volunteer or job experience.

**DEPARTMENT**  Off-Campus Work-Study

**CONTACT**  Lydia Kegler
**PHONE**

**AID TYPE**  Federal
**E-MAIL**  LydiaBloomPL@gmail.com

**POSITION**  Marketing Communication Assistant, Faculty Assistant, Languages & Cultures

**POSTED**  9/1/2022

**DUTIES**
Assist in the promotion of Languages and Cultures services and resources to our students, faculty, and staff; design print and digital media, create/edit web content, and update our various social media platforms; assist in planning and participating in various events. The Department of Languages and Cultures is planning to expand its online video presence, so if you have an interest in producing and editing instructional videos, we encourage you to apply.

**REQUIREMENTS**
The department would prefer a student with a language major/minor or native speaker of Spanish, French, German, or Russian. Must be a reliable, computer proficient with a keen eye for detail. Must possess strong verbal and written communication skills; graphic design capabilities; a desire to design engaging content; good working knowledge of social media platforms (Facebook, Twitter, YouTube, Instagram) and trends associated with each; and the ability to meet deadlines. The hours for this position are flexible, with a minimum of 10 hours per week required. When applying, please include links to any content you have published. Freshman or sophomore status is preferred.

**DEPARTMENT**  Languages & Cultures

**CONTACT**  Mykola Polyuha
**PHONE**

**AID TYPE**  Federal or State
**E-MAIL**  mpolyuha@bloomu.edu
**POSITION**  Office Assistant, Faculty Assistant, Languages & Cultures Department

**POSTED**  9/1/2022

**DUTIES**
Greet and direct students and visitors. Perform administrative functions, including answering telephone calls, typing written correspondence, editing materials, and creating marketing literature.

**REQUIREMENTS**
The department would prefer a student with a language major/minor or native speaker of Spanish, French, German, or Russian. Must have a pleasant attitude with the ability to work harmoniously with the staff, faculty, and general public. Must have good customer service skills, good computer skills, and be eager to work. Must be punctual and knowledgeable in Microsoft Office products, have a working knowledge of basic office equipment operation – phone, computer, scanner/copier/fax, etc., and should possess excellent communication skills, written and oral, to include a good working knowledge of grammar, punctuation, and spelling. Freshman or sophomore status is preferred.

**DEPARTMENT**  Languages & Cultures

**CONTACT**  Mykola Polyuha

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

**AID TYPE**  Federal or State

**PHONE**
The Husky PAWS student worker is responsible for assisting the health and wellness area with student health education and health promotion as part of the Healthy Husky initiative at Bloomsburg University. This position offers student workers, regardless of their major, the opportunity to gain knowledge and skills in important aspects of professionalism, leadership, and health education and promotion. Students will also develop skills in areas including, but not limited to, public speaking, marketing, event planning, advocacy, and lifetime health and wellness.

The Husky PAWS student will:
* Represent Health and Wellness at University sponsored events like Orientation, Wellness Fairs, Springfest, etc.
* Promote Healthy Husky programs and resources to other students.
* Assist with logistics, organization, and communication around workshops and events.
* Attend weekly PAWS meetings and participate in program development for Health and Wellness area, which includes Alcohol & Other Drug (AOD) Prevention, Student Health Center, Counseling Center, etc.
* Collaborate and work as a dedicated team member when planning and implementing programs.
* Assist other Husky PAWS, the AOD Director, and the Health Educator with implementation of educational outreach programs as assigned, including, but not limited to, outreach in the Residence Halls, by invitation to a class, and at meetings for student clubs and organizations.
* Join Health Educator, AOD Director or other Husky PAWS presenting at outreach tables, workshops, guest lectures and classes.
* Learn basic health and wellness promotion information, especially regarding topics that affect college students' success (Healthy diet, physical activity, stress management, sleep hygiene, proper handwashing, etc.).
* Display interest in developing knowledge and skills which may include leadership development, LGBTQI Safe Zone, Military Green Zone, NASPA Certified Peer Educator, QPR training, etc.

**REQUIREMENTS**
* Must be eligible for work study and have all required paperwork completed through the Financial Aid Office, including the Student Employment Application and background clearances prior to beginning work.
* Ability to work 10 hours per week (maximum 20 hours per week), with consistent evening and weekend hours.
* Demonstrate flexibility and organization skills needed to meet goals set in Husky PAWS meetings.
* Communicate effectively one-on-one and in small group settings.
* Willingness to develop and strengthen communication, marketing and
public speaking skills.
* Ability to work effectively in a team/group to complete tasks and request support when appropriate.
* Maintain confidentiality.
* Ability to use Microsoft Office software, including Outlook.
* Willingness to work a flexible schedule; including evenings and weekends.
* Ability to collaborate with a diverse community of students on campus including Husky PAWS, other student workers, classmates, etc.
* Maintain 2.5 GPA
* Willingness to develop as a role model. Be in good standing regarding the BU Student Code of Conduct, and other local, state and federal laws.

**Ability to lift supplies and transport items on campus.
Application instructions: Email Kristi Hammaker for an application. Once completed, submit application, with a resume and cover letter to Student Services Center Room 236, or via email to Kristi Hammaker (khammaker@bloomu.edu).

DEPARTMENT    Health and Wellness

CONTACT      Kristi Hammaker  PHONE  389-4980
AID TYPE     Federal or State  E-MAIL  khammaker@bloomu.edu
POSITION  Community Service Officer (2 positions available - Fall 2022 - Spring 2023)

POSTED  7/21/2022

DUTIES
Participate in community meetings, providing staff support in answering non-emergency phones for service, assist in development of University neighborhood watches, directing pedestrian and vehicle traffic for large events, support fire department on campus as needed, screen patrons for prohibited items during large events, assist at student move-in and student move-outs, acting as an additional set of eyes and ears at concerts, identify and report suspicious activities, foot and vehicle patrol as a uniformed presence, as well other other minor duties.

REQUIREMENTS
Valid drivers license, good standing within the community, possess First Aid, CPR and AED certifications, strong leadership, integrity and honor to uphold highest standards, ability to pass background checks and clearances. Please contact either Sgt. H. Comstock at hcomstock@bloomu.edu or Sgt. D. Hirko at ahirko@bloomu.edu to apply for this position.

DEPARTMENT  University Police

CONTACT  Sgt. Comstock  PHONE  389-2211
AID TYPE  Federal or State  E-MAIL  hcomstock@bloomu.edu
POSITION  Office Assistant

POSTED  7/19/2022

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. using Word, Excel, etc. as necessary.

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. Workstudy hours available for Summer 2016 semester are: Monday through Friday, not to exceed 20 hrs per week. Work hours are flexible with school schedule. Personal interview will be required.

DEPARTMENT  College of Science & Technology

CONTACT  Natalie Wilson  PHONE  389-5334
AID TYPE  Federal or State  E-MAIL  nwilson@bloomu.edu
POSITION  Office Assistant (starting immediately)

POSTED  4/28/2022

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 Razors Edge, Handshake and Excel.

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: Please email cover letter and resume to Lisa Olander at lolander@bloomu.edu.

DEPARTMENT  Alumni & Professional Engagement

CONTACT  Lisa Olander  PHONE  389-2779

AID TYPE  Federal or State  E-MAIL  lolander@bloomu.edu
POSITION  Front Desk/Office Support (ALL TERMS - Including Summer)

POSTED  4/20/2022

DUTIES
The Office of the Dean of Students team is looking for student workers to support our front desk operations (this role reports directly to the Department Administrative Support Person, though you'll interface with everyone on the team!). Our office is located in the Student Services Center, Room 150.
We can provide up to 20 hours of work per week during the fall and spring semesters (up to 37.5 hours of work per week during the summer). The work shifts will be flexible depending on your class/commitment schedule, though our goal is to have the front desk staffed for the entire duration of time that we are open (typically Monday through Friday, 8 a.m. to 4:30 p.m.).

RESPONSIBILITIES:
• We need someone to be present and welcome visitors to our space. Some days will be busier than others, and you will be responsible for referencing staff calendars and directing visitors to the appropriate individual/s. Sometimes someone from the Dean of Students team will be the best resource in a situation, and other times one of our campus partners may be a better resource. These could be scheduled appointments or unexpected, walk-in guests. You will need to think critically to ascertain how best to connect each individual.

WORK STUDY TYPE (Please Check One)
Federal
State
Federal or State
• It's important that people who reach out to our office feel heard. You will need to actively listen when answering phone calls and take detailed messages, then make sure they get to the right individual/s.
• Our team regularly receives important documents and notices via postal mail; you will be responsible for retrieving the mail and distributing it to appropriate team members in our office.
• You may be asked to use our fax/copier/scanner to transmit critical and, at times, confidential documents for our team.
• Occasionally the team may need help with special projects - we'd love your input!

ON-CAMPUS EVENTS:
• Sometimes we may need your help with office-sponsored campus activities. This could include assistance with research, set-up and tear-down, and other logistical details of programming efforts.

*Please contact us with questions and/or interest regarding this opportunity: deanofstudents@bloomu.edu.

REQUIREMENTS
• We prefer that you're federal work study eligible, though we can employ any work study student approved by financial aid.
• You should have a willingness to learn and a desire to help.
• We can train you on the technical stuff, though experience with Microsoft Teams and Outlook is a plus!
• This role requires you to be sensitive and respectful of the confidential matters addressed within our office.
• Please be where you say you're going to be when you say you're going to be there. It's important for you to communicate well with the team, as we all rely on each other to best serve our community.

DEPARTMENT  Student Standards

CONTACT   Julia Leighow       PHONE  389-4734
AID TYPE    Federal or State   E-MAIL  deanofstudents@bloomu.edu
**COMMONWEALTH UNIVERSITY OF PENNSYLVANIA**

**BLOOMSBURG ON-CAMPUS WORK-STUDY POSITIONS**

**POSITION**  Office Asst-HR/Labor Relations-Academic year 2022-23

**POSTED**  4/4/2022

**DUTIES**
Greeting visitors to the Human Resources/Payroll office, responding to phone calls, assisting staff, students and off campus visitors with questions, preparing mass-mailings, filing, word processing, photocopying, deliveries throughout campus and other office functions as needed. Students will be trained in fingerprinting of employees and applicants. The position requires a high-level of accuracy in assignments.

Student employees must exhibit professional manner 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 4:00 p.m.

**REQUIREMENTS**
Word processing skills and knowledge of office equipment are required. Applicants should be knowledgeable of Microsoft Word, & Excel, 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 Sara Barchik, student supervisor, at sbarchik@bloomu.edu to request an interview.

**DEPARTMENT**  Human Resources & Labor Relations

**CONTACT**  Sara Barchik  
**PHONE**  389-4040

**AID TYPE**  Federal or State  
**E-MAIL**  sbarchik@bloomu.edu
POSITION  Technical Crew (NO REMOTE WORK)

POSTED  3/9/2022

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. $9.50/hr to start

DEPARTMENT  Student Activities

CONTACT  Ken Dunlap  PHONE  389-2812

AID TYPE  Federal or State  E-MAIL  kdunlap@bloomu.edu
POSITION  Student Activities Day Crew; Office Assistant, Team Leader, Set Up Crew

POSTED  3/4/2022

DUTIES
Office Assistant ~ answering phones, running errands, faxing, copying, daily office tasks.  Set Up Crew ~ setting up rooms for building events.  Team Leader ~ serve as a lead/manager student for to set-up crew, oversee and lead setups, oversee daytime building operations.

REQUIREMENTS
Reliable, Hardworking, Flexible, Knowledge of Microsoft Office, Other Computer Skills, Able to Lift 10-25 pounds. Work scheduled will be created around class schedule. Team Lead pay more than minimum wage ($9).

DEPARTMENT  Student Activities

CONTACT  Michelle Slussler  PHONE  389-4065

AID TYPE  Federal or State  E-MAIL
POSITION Athletic Operations Asst

POSTED 12/20/2021

DUTIES
• Game Day step up/tear down
• Game Day management
• Game/Event Ticketing
• Game Responsibilities such as:
  o Operating scoreboard
  o Tracking Substitutions/Statistics
  o Ball Retrieval
• Facility upkeep
• Clerical Responsibilities
  o Responding to emails
  o Organizing and filing incoming mail
  o Delivering packages
  o Office work as assigned by supervisor

REQUIREMENTS
• Has background in sports and athletics
• Willing to work weekdays/weekends, and all games.
• Fast pace high energy position
• Needs to be flexible in different working environments and have the ability to handle stressful situations
• Background knowledge of word, excel, and computer skills
• Good communication skills (written & oral)
• Clearances needed (information will be presented after reaching out to Elijah)
• Maximum of 20 hours per week
• Must meet requirements to be eligible for work study.

DEPARTMENT Athletics-Operating

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AID TYPE Federal or State

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