

BLOOMSBURG UNIVERSITY OF PENNSYLVANIA
ON-CAMPUS WORK-STUDY POSITIONS

POSITION Mens Basketball Student Manager

POSTED 10/17/2017

DUTIES

Assist in daily operations in Men's Basketball offices and on practice floor. Position is from October 15, through the last game of the season.

REQUIREMENTS

Must be able to attend atleast 3 practices a week.

Micrsoft Word and Excel experience is mandatory

Some travel with team may be required throughout the season

DEPARTMENT Athletics-Men's Basketball

CONTACT Mike Hamlin

PHONE 389-4358

AID TYPE Federal or State

E-MAIL mhamlin@bloomu.edu

BLOOMSBURG UNIVERSITY OF PENNSYLVANIA ON-CAMPUS WORK-STUDY POSITIONS

POSITION Guest Services Assistant

POSTED 10/16/2017

DUTIES

Monty's Guest Services Desk

- Staff the desk during all events to include the following tasks:
- Prepare for and serve the needs of the guests using Monty's
- Provide excellent customer service to guests
- Educate guests about University policies, resources and services
- Direct inquiry calls about rental of Monty's to Assistant Director of Conference Services
- Collaborate and communicate with support staff (custodians and technical assistants, etc.)

REQUIREMENTS

Special Considerations

- While the majority of hours will occur during daytime hours; early morning, evening, and weekend hours will be required as needed
- Conference Services is subject to busy periods and slow periods. Some weeks may have more work hours available than others (5 hours a week on average)
- Hours will be restricted to a maximum of 20 hours (if taking classes) or 40 hours (if not taking classes) per week and will be divided equitably amongst the staff
- Requests for consecutive days off will be honored when possible, but should be submitted far in advance (no less than 2 weeks)
- It is expected that you attend an initial staff meeting prior to beginning work

PAY RATE: \$7.25/hour

APPLICATION INSTRUCTIONS:

Request an application through email or pick up an application at Monty's. Please return the completed application to Monty's Guest Services or email to Lori Schmidt at lschmidt@bloomu.edu

DEPARTMENT Residence Life

CONTACT Lori Schmidt

PHONE 389-4744

AID TYPE Federal or State

E-MAIL lschmidt@bloomu.edu

BLOOMSBURG UNIVERSITY OF PENNSYLVANIA
ON-CAMPUS WORK-STUDY POSITIONS

POSITION Health Center Student Secretary - Spring 2018

POSTED 10/13/2017

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

BLOOMSBURG UNIVERSITY OF PENNSYLVANIA ON-CAMPUS WORK-STUDY POSITIONS

POSITION Temporary Survey Caller (starting late October to mid-November)

POSTED 9/27/2017

DUTIES

(GENERAL): Assist in gathering data from recent graduates of Bloomsburg University on their career goals. Training is provided.

DUTIES: (SPECIFIC): Same as above.

REQUIREMENTS

- Evening work hours are required.
- Possess strong written, phone, communication, and listening skills while maintaining a professional demeanor.
- Ability to perform detail-oriented tasks.
- Maintain confidentiality and safeguard database records.
- Some weekend hours may be required.

Pay rate: \$7.25

Human Subject Training a plus! Students with prior on-campus work experience are encouraged to apply.

APPLICATION INSTRUCTIONS:

Submit e-mail of interest including current work-study eligibility (please note additional instructions below) and your resume to Karen Davis:

kdavis@bloomu.edu.

If you are work-study eligible please provide the following:

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

DEPARTMENT Ctr. for Professional Development & Career Experie

CONTACT Karen Davis

PHONE 389-2998

AID TYPE Federal or State

E-MAIL kdavis@bloomu.edu

BLOOMSBURG UNIVERSITY OF PENNSYLVANIA ON-CAMPUS WORK-STUDY POSITIONS

POSITION Office Assistant (Immediately)

POSTED 9/19/2017

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 Excel and Symplicity.

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: Download application at <http://tinyurl.com/APESStudentEmployment> or pick up application at CPDCE office, 201 Warren SSC. Please bring the completed application with cover letter and resume to Lisa Olander at the CPDCE office, 201 Warren SSC no

DEPARTMENT Ctr. for Professional Development & Career Experie

CONTACT Lisa Olander

PHONE 4070

AID TYPE Federal or State

E-MAIL lolander@bloomu.edu

BLOOMSBURG UNIVERSITY OF PENNSYLVANIA ON-CAMPUS WORK-STUDY POSITIONS

POSITION Office Assistants- (immediately)

POSTED 9/19/2017

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 Excel and Symplicity.

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: (Looking for students to work semesters and breaks) Request and application through email or pick up an application at the Fenstermaker Alumni House. Please bring the completed application in person with a cover letter and resume to Kim Heidlauf at the

DEPARTMENT Alumni Affairs

CONTACT Kim Heidlauf

PHONE 389-4213

AID TYPE Federal or State

E-MAIL kheidlau@bloomu.edu

BLOOMSBURG UNIVERSITY OF PENNSYLVANIA ON-CAMPUS WORK-STUDY POSITIONS

POSITION Technical Crew

POSTED 8/29/2017

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 Phonathon Caller

POSTED 8/7/2017

DUTIES

The BU Foundation is looking for students to call alumni and friends to talk about BU, update alumni information and solicit donations for our annual fund. All majors welcome.

REQUIREMENTS

Applications are available online at <http://bit.ly/BUPhoneApp> and should be emailed to sboucek@bloomufdn.org when completed.

Starting pay is \$8/hour and new callers typically work 6-9 hours per week. Scheduled work hours are between 4-8 on Sunday and 6-9 Monday through Thursday. NOTE: The call center is located in the Greenly Center downtown, not on campus. Call 570-389-5364 with questions.

DEPARTMENT

CONTACT Samantha Boucek

PHONE 389-5364

AID TYPE Not Specified

E-MAIL sboucek@bloomufdn.org

BLOOMSBURG UNIVERSITY OF PENNSYLVANIA ON-CAMPUS WORK-STUDY POSITIONS

POSITION Moving Crew Labor Helper fall 2017

POSTED 8/1/2017

DUTIES

Primarily assists the moving crew with loading, hauling, setup and removal of various equipment, transportation of 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. Other duties as directed.

REQUIREMENTS

Must possess sufficient strength and physical ability to lift and move heavy objects, work under adverse weather conditions. May be required to drive University vehicles, must have a valid PA Drivers License. Must satisfactorily complete an interview. **MUST BE ELIGIBLE FOR WORK STUDY AND HAVE ALL REQUIRED PAPERWORK COMPLETED** through the Financial Aid Office. Prior successful background clearances preferred. Work hours available: Tuesdays and Thursdays, 8 am to 4 pm. Position may extend to Spring semester and beyond.

DEPARTMENT Facility Services

CONTACT Mike Smathers

PHONE 389-4941

AID TYPE Federal or State

E-MAIL msmather2@bloomu.edu

BLOOMSBURG UNIVERSITY OF PENNSYLVANIA ON-CAMPUS WORK-STUDY POSITIONS

POSITION Box Office Assistant, Performing Arts Box Office (Beginning Fall 2017)

POSTED 7/26/2017

DUTIES

Sell tickets to patrons on the telephone and at the ticket window; fill orders using box office ticketing program; maintain precise sales records; work with patrons to select seats; describe shows and explain box office policies; provide marketing support.

REQUIREMENTS

The successful candidate must be detail oriented with neat, organized work habits, experience in customer service and handling money, positive attitude, and skillful at Word and Excel. Interest in the performing arts a plus. Working all shows during fall and spring semesters in an absolute requirement of this position. How to Apply: By email only including the following information about yourself: (1) academic year, i.e. sophomore, junior, etc., (2) major, (3) fall class schedule, and (4) hometown.

DEPARTMENT Performing Arts Programming

CONTACT Nancy VanPelt Chiado

PHONE

AID TYPE Federal or State

E-MAIL nchiado@bloomu.edu

POSITION Student Assistant Games Manager

POSTED 7/12/2017

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

BLOOMSBURG UNIVERSITY OF PENNSYLVANIA
ON-CAMPUS WORK-STUDY POSITIONS

POSITION Technical Assistant

POSTED 8/3/2016

DUTIES

Facilitate events as need in Performing Arts Facilities and perform daily maintenance.

REQUIREMENTS

Must be able to lift 50 lbs.

DEPARTMENT Performing Arts

CONTACT Abigail Manns

PHONE 4653

AID TYPE Federal or State

E-MAIL
