**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  
**E-MAIL**  jroth@bloomu.edu  
**PHONE**  

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09/11/2019
**POSITION**  Office Assistant

**POSTED**  9/3/2019

**DUTIES**
Operate cash register and administer trip sign-ups, ticket sales and event registrations. Design, sort and distribute flier copies/registration forms/invitations, etc. across campus, Answer phones. Provide clerical support for office professional staff—type, file, fax, photocopy, email.

**REQUIREMENTS**
Excellent customer service and communication skills. Ability to maintain effective working relationships with other employees, students, staff, and event participants. Skilled in use of Microsoft Office software.

**DEPARTMENT**  Student Activities

**CONTACT**  Michelle Slusser  
**PHONE**  389-4346

**AID TYPE**  Federal or State  
**E-MAIL**
BLOOMSBURG UNIVERSITY OF PENNSYLVANIA
ON-CAMPUS WORK-STUDY POSITIONS

POSITION  Auxiliary Positions
POSTED  6/18/2019

DUTIES

https://youtu.be/0SNPtpp2_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

POSITION 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
POSITION  Moving Crew Labor Helper Fall 2019/Spring 2020

POSTED  5/28/2019

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 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. Work Hours: Tuesdays and Thursdays, 8 am to 4 pm, or Fridays 8am to 1pm. 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