BLOOMSBURG UNIVERSITY OF PENNSYLVANIA
ON-CAMPUS WORK-STUDY POSITIONS

POSITION  Office Assistant - Bloomsburg University Test Center Starting Fall 2020

POSTED  8/31/2020

DUTIES
Welcoming examinees and visitors to the test center. Distribute testing paperwork, provide secure check in procedures, provide general information. Answering phones, data entry, word processing, photocopying, filing, sorting, mail distribution, running errands, shredding paperwork, and other miscellaneous duties as assigned.

REQUIREMENTS
Job would entail approximately 10-20 hours per week.

Applicants must exhibit a professional appearance and manner in-person and on the phone while greeting campus personnel, students, general population and visitors in the office reception area. Must also be dependable and punctual in attendance and assigned projects.

Requirements: Strong organizational skills and excellent communication skills. Proficient with Microsoft Word, Excel, etc. Good typing, proofreading and grammar skills. Must be detail-oriented, conscientious, reliable, and trustworthy.

A resume, and personal interview will be required. Please forward resumes to kdavis@bloomu.edu

A cover letter, resume, and personal interview will be required. Please forward resumes to kdavis@bloomu.edu

DEPARTMENT  Planning and Outcomes Assessment

CONTACT  Karen Davis  PHONE  389-2998

AID TYPE  Federal or State  E-MAIL  kdavis@bloomu.edu
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 VP for Student Affairs
CONTACT  Nicole Cronenwett  PHONE  E-MAIL  ncronenwet@bloomu.edu

POSITION  Student Assistant, Departments of Political Science & Philosophy
POSTED  6/10/2020

DUTIES
*Act as receptionist for the departments by directing visitors to the proper area or individual. *Take messages as needed. *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 departments and be able to do basic maintenance on the photocopier (i.e., clearing jams, refilling paper, replacing toner cartridges, etc.). *Other duties as assigned by Department Secretary, Chairs, and Faculty of the POLISCI Department and the Philosophy Department.

REQUIREMENTS
Student should be approved for work-study. Student should have good interpersonal skills and be dependable and punctual. If hired, student must complete all necessary clearances. Although there is no dress code, student is expected to dress “workplace appropriate”. Students can apply by sending brief resume and letter of interest to lclemens@bloomu.edu.

DEPARTMENT  Political Science
CONTACT  Lori Clemens  PHONE  4246
AID TYPE  Federal or State  E-MAIL  lclemens@bloomu.edu
BLOOMSBURG UNIVERSITY OF PENNSYLVANIA
ON-CAMPUS WORK-STUDY POSITIONS

POSITION  Graduate Programs Assistant

POSTED  1/23/2020

DUTIES
This student worker position supports the functions of the graduate coordinators for
the department of teaching and learning, department of exceptionality programs, and
the college student affairs program by completing a variety of clerical tasks. This
position is supervised by the three program coordinators. The student worker will
work primarily from space in McCormick Center but will also work in Navy Hall.

DUTIES – General
• Maintain enrollment management records (e.g., inquiries, faculty and current student
interaction with prospective students, applications, scheduling of first semester
courses, on-boarding).
• Copy, collate, fold, and prepare materials for mailing/distribution. Work with campus
postal services to process third class and other mailings.
• Gather and maintain information about student, faculty, and alumni
accomplishments. Gather photographs and narrative information. Develop narrative
copy for sharing on- and off-campus via print, electronic, and social media
communication.
• Provide support for marketing events such as graduate program fairs and on-
campus tabling. This may include preparing and assembling materials, ensuring
student and faculty coverage, maintaining program display board, and other related
tasks.
• Support program outcomes assessment by typing and tallying surveys, preparing
mailings to students/alumni/employers, and scheduling exit interviews.
• Develop and maintain filing systems for paper and electronic documents and store
documents accordingly.
• Type and distribute agendas and minutes of various meetings within the program
and department.
• Schedule meetings. Reserve rooms for meetings, events, and conferences.
• Run campus errands (Duplicating pick up, delivery of materials, etc.)
• Other duties as assigned

DUTIES – College Student Affairs Program
• Respond to questions from prospective students and applicants to the CSA
program. Refer as appropriate.
• Maintain up-to-date membership in all CSA listservs.
• Maintain up-to-date list of CSA alumni including contact and employment
information.
• Collaborate with CSA faculty and graduate assistant to gather information for,
develop, layout, and distribute program newsletter.
• Update CSA bulletin boards, CSA employer information, and related Google
documents.

DUTIES – Exceptionality Programs graduate programs

• Review and update student documents and folders.
• Communicate with perspective and current students (e.g., regarding scheduling, to obtain documents, and to field questions).
• Collaborate to work on documents related to graduate programs, courses, and checklists.
• Research graduate special education practices at other institutions (e.g., to create, modify, or adjust courses, programs, or documents).
• Regularly check and update graduate programs bulletin boards, documents/information for sharing, and website information.

DUTIES – Teaching and Learning graduate programs

• Gather survey information from current graduate students
• Gather information from other institutions about parallel programs
• Assist in processing admission applications
• Review program advertising for accuracy and update accordingly
• Other responsibilities as required by program need

REQUIREMENTS
QUALIFICATIONS AND REQUIREMENTS

• Ability to perform within prescribed office procedures, maintain harmonious working relationships, and function according to standard work practices and conduct.
• Ability to organize and prioritize work in a manner which insures smooth processing and accomplishment of priority items on schedule; ability to manage multiple priorities.
• Ability to work independently, request guidance, and seek supervision
• Proficient in the use of Microsoft Office Suite including Outlook mail and scheduling and in the operation of various computers and software packages to produce finished copy of a variety of typing assignments, including charts, spreadsheets, graphics, charts, and diagrams.
• Demonstrated reliability in attendance and task follow-through.
• Available to work 6 hours per week for the agreed upon academic term or weeks between academic terms.

DEPARTMENT  College of Education

CONTACT  Denise Davidson  PHONE  772-3724

AID TYPE  Federal or State  E-MAIL  ddavidso@bloomu.edu

Page 4 of 4
08/31/20