POSITION  Office Assistant-English Dept (summer 2019)

POSTED  4/16/2019

DUTIES
Student will work for Department Secretary, Chair, Assistant Chair and faculty of the English Department. Department Secretary will be the direct supervisor.

• Student will run errands for department as needed.

• Student will act as receptionist for department by directing visitors to the department and by answering the phone and taking messages. Student will also direct visitors to other individuals and offices within the building and across campus.

• Student will sort and distribute mail to faculty mailboxes.

• Student will photocopy, fax and scan for department and be able to do basic maintenance on photocopier (i.e., clearing jams, refilling paper, toner cartridge, etc.).

• Student will do word processing as necessary for department.

• Other duties as assigned.

REQUIREMENTS
• Student should be approved for work-study. Federal funding preferred.

• Minimum GPA of 3.0 required.

• Student may work up to 20 hours per week if taking classes, and up to 37.5 hours per week if not taking classes during the summer.

• Sophomore or junior preferred (as of Fall 2019). Seniors will be considered if they have at least one year left before graduation.

• Office experience is preferred but not necessary.

• Good interpersonal skills.

• Student should be approved for work-study. Federal funding preferred.

• Minimum GPA of 3.0 required.

• Student may work up to 20 hours per week if taking classes, and up to 37.5 hours per week if not taking classes during the summer.

• Sophomore or junior preferred (as of Fall 2019). Seniors will be considered if they have at least one year left before graduation.
• Office experience is preferred but not necessary.

• Good interpersonal skills.

• Student must be punctual and dependable.

• Student should dress conservatively and modestly since he/she is representing the English Department.

• Student must be proficient in Microsoft Word. Knowledge of Excel preferred but not required.

DEPARTMENT  English

CONTACT  Nancy Rothermel  PHONE  387-4427

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

POSITION  Graduate Studies and Research Office Assistant-Fall 2019/Spring 2020

POSTED  4/16/2019

DUTIES
Front desk coverage includes:
- Answering telephones and relaying messages
- Greeting visitors
- Processing incoming and outgoing mail
- Copying, scanning, filing documents and other office duties
- Running errands on campus
- Maintaining a standard of confidentiality regarding any information obtained from observations, correspondence, office records or any other sources.

REQUIREMENTS
- Must be approved for Work Study
- Knowledge of Word and Excel and good typing skills
- Previous office/work experience a plus
- Pleasant and professional phone and people skills;
- Dependable and reliability a must
- Must have flexible schedule.

DEPARTMENT  Graduate Studies & Research

CONTACT  Christine Orlando  PHONE  4322

AID TYPE  Federal or State  E-MAIL  corlando@bloomu.edu
There is an opportunity for a History department student office assistant for Fall 2019-
job duties include but not limited to: typing, copying, scanning, distributing mail,
running on-campus errands, and other duties as assigned.

Please apply in the History department office, 104 Old Science Hall.

Filing, typing, data entry, record keeping, update chemical inventories, update
chemical indexes, scanning documents and other miscellaneous duties as assigned.

Student must be familiar with Microsoft Word and Excel and be able to
maintain accurate records.

Please apply in the Safety department office, 104 Old Science Hall.

Filing, typing, data entry, record keeping, update chemical inventories, update
chemical indexes, scanning documents and other miscellaneous duties as assigned.

Student must be familiar with Microsoft Word and Excel and be able to
maintain accurate records.
### Acquisitions Dept. Student Assistant

**Position**  
Acquisitions Dept. Student Assistant

**Posted**  
4/11/2019

**DUTIES**
Sort and deliver mail to the various departments in the library daily. Check in newspapers on a daily basis. Label, check-in, and shelve journals. Unpack and check-in boxes of books from our vendors. Pack and unpack book bindery shipments and related computer work on a monthly basis. Various other tasks and projects as needed.

**REQUIREMENTS**
Must be able to pay attention to detail and follow directions. Knowledge of Excel is helpful but not required.

**Department**  
Library - Acquisition

**Contact**  
Joyce Hauck  
[PHONE] 389-4727

**AID TYPE**  
Federal or State

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

### Accounts Payable Clerk

**Position**  
Accounts Payable Clerk

**Posted**  
4/11/2019

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

**REQUIREMENTS**
Must be able to work summer and winter breaks.

**Department**  
Bursar's Office

**Contact**  
Lori Olsheski  
[PHONE] 389-4648

**AID TYPE**  
Federal or State

**E-MAIL**  
lolshefs@bloomu.edu
POSITION  Planning and Construction Office Asst-Summer 2019

POSTED  4/11/2019

DUTIES
• Welcoming Visitors, providing direction
• Answers phones and transfers them to the appropriate recipient.
• Copying, Scanning, and Filing records
• Creating and Updating documents and spreadsheets
• Other duties as assigned

REQUIREMENTS
• Must be eligible for work study and have all required paperwork completed through the Financial Aid Office.
• Student should have experience using Microsoft Word and Excel.
• Punctuality and dependability are required.
• Must have availability 8am-12:30pm Monday thru Friday

DEPARTMENT

CONTACT  Renelle Wetzel  PHONE  389-4277

AID TYPE  Federal or State  E-MAIL  rwetzel@bloomu.edu
POSITION  Facilities Management Office Assistant- Summer 2019

POSTED  4/11/2019

DUTIES

• Welcoming Visitors, providing direction
• Distributes Contractor Parking Passes and Faculty Room Keys
• Answers phones and transfers them to the appropriate recipient.
• Sort and Distribute Facilities Department mail.
• Copying, Scanning, and Filing records
• Creating and Updating documents and spreadsheets
• Running errands on campus
• Close Work Orders
• Other duties as assigned

REQUIREMENTS

• Must be eligible for work study and have all required paperwork completed through the Financial Aid Office.
• Student should have experience using Microsoft Word and Excel.
• Punctuality and dependability are required.
• Must have availability 8am-12:30pm Monday thru Friday

DEPARTMENT  Facilities Management

CONTACT  Renelle Wetzel  PHONE  389-4277

AID TYPE  Federal or State  E-MAIL  rwetzel@bloomu.edu
POSITION  Health Center Student Secretary - Fall 2019/Spring 2020

POSTED  4/11/2019

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.
- 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  Office Assistant
POSTED  4/11/2019

DUTIES
• Answering telephones and relaying messages
• Greeting visitors and answering questions
• Processing incoming and outgoing mail
• Copying, scanning, and filing documents
• Running errands on campus
• Maintaining a standard of confidentiality regarding any information obtained from observations, correspondence, office records or any other sources.

REQUIREMENTS
• Dependability and punctuality in attendance by arriving on time for scheduled shifts
• Maintain a 2.0 grade point average
• Remain in good standing with the University
• Demonstrate a positive attitude and patience while working
• Demonstrate cooperation with other staff members
• Courteous telephone personality and ability to take complete and accurate messages
• Experience with Microsoft Office software helpful
• 10-20 hours a week, flexible around your class schedule Monday thru Friday, 8am-4:30pm. Additional hours available during class breaks.

DEPARTMENT  Residence Life
CONTACT  Mary Prout
AID TYPE  State
PHONE
E-MAIL  mprou3@bloomu.edu
POSITION  Financial Aid Office Assistant

POSTED  4/9/2019

DUTIES
Assisting students/parents over the phone and in the office with financial aid questions, filing & scanning documents, preparing mailings, and other general office duties.

REQUIREMENTS
The successful candidate must communicate well and be detail oriented, conscientious, dependable and a team-player.

DEPARTMENT  Financial Aid

CONTACT  Amanda Kern, Admin. Asst.  PHONE  389-4445

AID TYPE  Federal or State  E-MAIL