

BLOOMSBURG UNIVERSITY OF PENNSYLVANIA ON-CAMPUS WORK-STUDY POSITIONS

POSITION Summer Tutor/Mentors with TRIO Upward Bound Program

POSTED 12/5/2017

DUTIES

TRIO Upward Bound's Tutor/Mentors reside in a university residence hall with approximately 40 college bound high school students (grades 10-12) during the program's 7 week residential Summer Academy (June 17 - August 4). They serve as positive role models, teach elective classes, provide tutoring, supervise small group activities, facilitate discussion groups, chaperone field trips, enforce program and university rules, and contribute to each student's successful experience. TMs work under the supervision of the program's Housing Supervisor. **IMPORTANT:** Applicants are unable to enroll in classes, cannot hold other work/study positions on campus, and must reside on campus each weeknight (room and board is provided) during the 7 weeks of the Summer Academy. Comprehensive training will be provided. In addition to room/board and invaluable experience, TMs receive a pre-tax stipend of \$2,310, paid in biweekly installments. This is an excellent opportunity for education and human services majors or others seeking to work with youth in the future.

For more information and/or to apply online, please visit <https://goo.gl/forms/pbUPY6wf59LKILuS2> or email trioupwardbound@bloomu.edu for a link to the online application.

APPLICATION DEADLINE: Friday, February 16, 2018

REQUIREMENTS

Applicants must have completed at least 60 credits by the end of the spring 2017 semester (a GPA of 3.0 or higher is preferred), intend to take at least six credits at BU in fall 2018, be in good academic (GPA>2.5) and disciplinary standing, be eligible to receive federal and/or state work/study funds, be able to successfully complete a criminal background check and obtain required clearances, and have submitted an updated FAFSA for the 2018-19 academic year.

DEPARTMENT Upward Bound

CONTACT Theresa Baylor

PHONE 389-4280

AID TYPE Federal or State

E-MAIL trioupwardbound@bloomu.edu

BLOOMSBURG UNIVERSITY OF PENNSYLVANIA ON-CAMPUS WORK-STUDY POSITIONS

POSITION Safety/Office Assistant Fall 2017 and Spring 2018

POSTED 12/4/2017

DUTIES

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

REQUIREMENTS

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

DEPARTMENT Safety Department

CONTACT Christa Hart

PHONE 389-4278

AID TYPE Federal

E-MAIL chart@bloomu.edu

POSITION Student Library Assistant

POSTED 11/27/2017

DUTIES

Assist in processing, printing, and updating interlibrary loan/document delivery requests in various systems; retrieve materials from locations around the Library; prepare items to be shipped; scan items for digital delivery; open and sort incoming mail; process materials returned from or supplied by other libraries; file paperwork and re-shelve material; other duties as assigned--may include projects to assist other library units.

REQUIREMENTS

Must be available to work some Summer hours as well as Fall-Winter-Spring. Must have morning availability (8 a.m. to 1 p.m.) This position is 8-12 hrs/week, Monday thru Friday only. Freshman/Sophomore status strongly preferred. Must be able to occasionally push up to 40 pounds and lift up to 25 pounds. Must have sustained attention to detail, good communication skills, and basic computing skills. Prefer GPA of 2.5 or above. Applicants should submit Library Student Employee application, found here: <http://guides.library.bloomu.edu/studentemployment> (or pick up an application in person at 1st floor Circulation Desk). Position starts January 2018.

DEPARTMENT Library - Circulation

CONTACT Andrea Schwartz

PHONE 4218

AID TYPE Federal or State

E-MAIL aschwart@bloomu.edu

BLOOMSBURG UNIVERSITY OF PENNSYLVANIA ON-CAMPUS WORK-STUDY POSITIONS

POSITION Accounts Payable Clerk

POSTED 11/22/2017

DUTIES

Open, sort and stamp mail. Check invoice due dates, identify PO number, and verify invoices are ready for payment using two and three way match in SAP computer system. Work closely with Accounts Payable staff. Contact vendors & university employees when necessary. Make copies and faxes. File paid invoices in appropriate files. Review vendor statements. Assist accounts payable supervisor when necessary. Availability for summer a plus! Position starts January 2018.

REQUIREMENTS

Business majors

DEPARTMENT Bursar's Office

CONTACT Lori Olshefski

PHONE 389-46478

AID TYPE Federal or State

E-MAIL lolshefs@bloomu.edu

POSITION Moving Crew Labor Helper Spring 2018

POSTED 11/14/2017

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 but not required. Work hours available: Tuesdays and Thursdays, 8 am to 4 pm. Position may include fulltime over break, if available.

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 Office Assistant (Immediately)

POSTED 10/25/2017

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 Two Office Assistants- (now and for spring semester) Local student needed

POSTED 10/25/2017

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): Organizational skills to plan and help organize alumni and student engagement events. Help in preparation for on and off-campus events.

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: Pick up application at the Fenstermaker Alumni front desk. Cover letter and resume will be required as part of application procedure. Local student needed to work over breaks.

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 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 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 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

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
