

BLOOMSBURG UNIVERSITY OF PENNSYLVANIA ON-CAMPUS WORK-STUDY POSITIONS

POSITION Office Assistant

POSTED 2/21/2018

DUTIES

- Answering telephones and relaying messages
- Greeting visitors and answering questions as office receptionist
- Processing incoming and outgoing mail
- Photocopying
- Shredding
- Running errands on campus
- Filing
- 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
- Accurate typing and proofreading skills; good spelling and grammar.
- Ability to follow instructions
- Ability to file accurately
- Experience with Microsoft Word and Excel software helpful
- Maintain a neat appearance at all times

Employment to begin during the summer 2018 with continuance for the Fall/Spring semesters. Position rolls from year to year until graduation. Preference for freshmen and sophomores.

10 to 20 hours per week. Coverage needed: Monday through Friday between 8:00am – 4:30pm. Helpful if you are available to work during university breaks when our office is open. Additional hours are available during university breaks.

Please contact Mary Prout via email at mprou3@bloomu.edu with your interest.

No phone calls please!

DEPARTMENT Residence Life

CONTACT Mary Prout

PHONE

BLOOMSBURG UNIVERSITY OF PENNSYLVANIA ON-CAMPUS WORK-STUDY POSITIONS

AID TYPE State

E-MAIL mprou3@bloomu.edu

POSITION Summer Evening Receptionist/Dorm Monitor with TRiO Upward Bound

POSTED 2/20/2018

DUTIES

TRIO Upward Bound's summer students (approximately 40 high schoolers) reside in a university residence hall during the program's six week residential Summer Academy. The Evening Receptionist/Dorm Monitor will oversee the student sign in and sign out process, greet and screen all visitors, answer the main phone line, conduct occasional rounds, contact staff in the event of an emergency, and provide supervision of common areas after "lights out" time.

HOURS: Most Sundays from 6:30 to 11 p.m., most Mondays through Thursdays from 5:45 to 11 p.m., and most Fridays from 4:30 to 7 p.m. (from June 24 to August 4) - Hours may be different during the training week (June 18-22).

SALARY: \$8.25 per hour

For more information and/or to apply online, please visit <https://goo.gl/forms/rQd7xosy0kltKZ6J3> or email trioupwardbound@bloomu.edu for a link to the online application.

Applications will be accepted until the position is filled. (The online application will be closed once someone has been selected.)

REQUIREMENTS

Applicants must have completed at least 60 credits by the end of the spring 2018 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 4280

AID TYPE Federal or State

E-MAIL trioupwardbound@bloomu.edu;

BLOOMSBURG UNIVERSITY OF PENNSYLVANIA ON-CAMPUS WORK-STUDY POSITIONS

POSITION Adventure Camp Staff - Summer 2018

POSTED 1/25/2018

DUTIES

•Summer Camp Instructors: Summer camp staff are work-study positions available to any Bloomsburg University Student. You must have a completed FAFSA with the Financial Aid Office, even if you do not receive any financial aid. Instructors will be responsible for up to 10 campers (along with one other Summer Camp Instructor) Responsibilities include teaching and assisting in many outdoor activities such as high ropes, low ropes, team building, hiking, etc. You will be trained in these skills.

REQUIREMENTS

June 4th-8th will be the mandatory week of training. Quest Summer Camps are week-long day camps, Monday to Friday from 9 am – 4pm for kids ages 8-13. The first week of camp will start on June 11th, and the last week will end on August 10th.

Important Dates:

- January – February New Staff Hiring Begins. So, apply now!
 - April 3 – 4-7pm – Rock Wall Training
 - April 11th 4-7pm – High Ropes Training Level I
 - April 18th 4-7pm High Ropes Training Level II
 - April 21st – Spring Fest Mandatory
 - June 4th-8th Mandatory Training Week
- http://quest.bloomu.edu/?page_id=6259 Summer Camp 2018 Application (link at the bottom of the webpage.)

In order for your application to be processed, you MUST submit all of the following:

- Application
- Resume
- Cover Letter

DEPARTMENT Quest

CONTACT Susan Weaver Quest building **PHONE**

AID TYPE Federal or State **E-MAIL**

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 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 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 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
