ON-CAMPUS WORK-STUDY POSITIONS

POSITION  Office Assistant
POSTED  11/13/2018

DUTIES
Data entry, record management, filing, copying. Deliveries to various campus buildings. Helping with on-campus events. Processing and routing daily mail. Other jobs as assigned.

REQUIREMENTS
Knowledge of various software such as Word, Excel, and Outlook. Must greet office visitors in a pleasant and professional manner. Must be prompt, conscientious, reliable and trustworthy in dealing with confidential material. Must dress professionally and maintain a neat appearance. Work hours are flexible with school schedule. This position is for 5-10 hours a week for Spring 2019. Personal interview will be required. Applicants should submit a resume via email.

DEPARTMENT  McDowell Institute
CONTACT  Jeanne Dayhoff  PHONE  5124
AID TYPE  Federal or State
E-MAIL  jdayhoff@bloomu.edu

POSITION  Facilities Management Office Assistant Fall/Winter 2018 and Spring 2019
POSTED  11/8/2018

DUTIES
Greets visitors, distributes parking passes, answering phones, filing, typing, data entry, record keeping, closing work orders, scanning documents and other miscellaneous duties as assigned.

REQUIREMENTS
Student must be familiar with Microsoft Word and Excel and comfortable with learning new software. Must have availability afternoons starting at 12:30pm-4:30pm.

DEPARTMENT  Facilities Management
CONTACT  Renelle Wetzel  PHONE  570-389-4
AID TYPE  Federal or State
E-MAIL  rwetzel@bloomu.edu
The College of Science and Technology is hiring enthusiastic students to serve as Student Ambassadors. A student ambassador will assist with college-wide recruitment efforts in a variety of ways. This paid, work-study position is 5 – 10 hours per week, including weekend and off campus events. Student Ambassador hours of operation normally will be working Monday through Friday from 10:00 am until 4:30 pm., occasional nights and weekends as needed for the position. Duties to be performed by the Student Ambassadors include:
1. contact perspective students via telephone and email
2. escort perspective students and families on tours
3. attend Open House, Husky Decision Days, and other BU recruiting events
4. visit local and/or regional schools for recruitment events
5. utilize social media as a recruitment tool

To apply, please submit a completed application, resume, and 1 letter of recommendation from a BU faculty member to Ms. Angela Ciucci, Hartline Science Center 176. Letters of recommendation should be sent to Ms. Ciucci directly from the BU faculty member via email to aciucci@bloomu.edu. All applications must be received by Monday October 29, 2018. Thank you!

POSITION  Student Ambassador
POSTED  10/16/2018

DUTIES

REQUIREMENTS

DEPARTMENT  College of Science & Technology
CONTACT  Ms. Angela Ciucci
AID TYPE  Federal or State
PHONE
E-MAIL  aciucci@bloomu.edu.
BLOOMSBURG UNIVERSITY OF PENNSYLVANIA
ON-CAMPUS WORK-STUDY POSITIONS

POSITION  Sports Information Work Study Position (3 positions)
POSTED  8/31/2018

DUTIES
The Bloomsburg University office of Sports Information and Athletic Marketing is looking for outgoing and enthusiastic students to serve as the official mascot (Roongo) performer of the university. Duties include performing at various sporting events (on and off campus), various university and community events and be available for photo opportunities as needed (dependent upon class schedule).

REQUIREMENTS
The student(s) must be between 5’7” and 5’11” inches tall, be in good physical condition and must pass a mascot performer test. The students chosen must understand the seriousness and responsibility of the mascot role and the privilege of representing the University and the community. If interested in learning more about this important role, please contact Donna Gillaspy at dgillasp@bloomu.edu or by phone at 570-389-4411.

DEPARTMENT  Communications

CONTACT  Donna Gillaspy
PHONE  389-4411
E-MAIL  dgillasp@bloomu.edu

AID TYPE  Federal or State

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11/13/2018
The department of Exercise Science is looking for one or two monitors to supervise the Adult Fitness Center (Centennial Hall 135) during open hours (Monday, Wednesday and Friday 6:30 -8:00am and Tuesday and Thursday 5:00-6:30pm). This hire is for the upcoming academic year, starting at the beginning of the fall, 2018 semester. Duties for the job include: opening and closing the facility, cleaning and re-stacking the exercise equipment, spotting individuals during lifts, ensuring that patrons sign in and complete necessary paperwork for facility use, giving orientations to new exercisers, reporting necessary repairs to the director, offering exercise tips/guidance, responding in an emergency, etc. We expect this person to be proactive in assisting and attending to patrons (eyes and ears free from electronics, offering assistance, etc.).

The applicant must be an Exercise Science student, who holds a current CPR certification. The ideal candidate for the job will be knowledgeable about resistance training techniques and have great social skills. Selected candidates must complete proper paperwork, clearances, and provide a copy of their certification card prior to the start of the semester. The safety of this facility is important to us, thus we look forward to hiring diligent student(s) for this position. We also feel that this is a good experience for students in our major to benefit from working alongside patrons in a fitness facility. If interested, please stop by the Exercise Science Department Office, CEH 121, to complete a Work Study Application.

CONTACT   Dr. Kelly Dauber

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

POSITION  Athletic Training Student Assistant
POSTED  8/22/2018

DUTIES
Preparation for games and practices, including making water, taping and field set up. Assisting athletic trainers with injury evaluations, injury rehabilitations, and general upkeep of the athletic training room.

REQUIREMENTS
undergraduate student who is not currently an athlete, ability to work afternoons, evenings and weekends. Preferably student in Exercise Science major. Please submit letter of interest regarding why you would desire involvement in the athletic training room to e-mail below.

DEPARTMENT  Athletics-Training
CONTACT  Allison Brooks
PHONE  389-4668
E-MAIL  abrooks@bloomu.edu

AID TYPE  Federal or State

POSITION  Student Building Computing Consultant
POSTED  4/9/2018

DUTIES
• Provide first level computer problem resolutions for faculty and staff
• Check job request list and complete problem solving
• Answer phones and provide computer information
• Check emails for any job requests that need to be fulfilled
• Enter job requests as needed
• Keep up to date on knowledge of computer systems
• Setup and install new computer systems
• For the college of business duties include: IMPS (Integrated Media Presentation Stations), computer labs, computer peripherals, some networking and ticker technology knowledge.

REQUIREMENTS
• High level of computer, audiovisual, and peripheral equipment knowledge
• Good interpersonal skills
• Ability to work independently.

DEPARTMENT  Technology Support Services
CONTACT  Gilbert Dobaki
PHONE  389-4397
E-MAIL  gdobak
BLOOMSBURG UNIVERSITY OF PENNSYLVANIA
ON-CAMPUS WORK-STUDY POSITIONS

POSITION Athletic Event Announcer
POSTED 3/23/2018

DUTIES
Reporting to the Director of Athletic Operations, student will announce home athletic contests. Sports include: basketball, wrestling, soccer, field hockey, lacrosse, softball, and baseball. Student will announce starting line-ups, all scoring plays/fouls/enemies/etc, and advertisements according to a game script provided to the announcer.

REQUIREMENTS
Ability to speak clearly and confidently over the microphone in front of various size crowds. Ability to quickly process game action and relay pertinent information to crowd without delay. General knowledge of various sports, including proficient knowledge of basketball. Must be dependable, detail-oriented, and outgoing. Must commit to working weekends and evenings. Preference given to applicants who can work during University break periods.

DEPARTMENT Athletics-Operating
CONTACT James Updike
PHONE 4371
E-MAIL jupdike@bloomu.edu

POSITION Student Assistant Games Manager
POSTED 3/23/2018

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
E-MAIL jupdike@bloomu.edu
POSITION  Office Assistant

POSTED  3/5/2018

DUTIES
Answering telephones, message taking, scheduling appointments and greeting office visitors. Deliveries to various campus buildings. Copying, collating, stapling, filing. Handle daily mail duties. Typing various memos, forms, tables, etc.

REQUIREMENTS
Knowledge of various software such as Word, Excel, etc. helpful. Must handle telephones calls and office visitors in a pleasant and professional manner. Must be prompt, conscientious, reliable and trustworthy in dealing with confidential material. Must maintain a neat appearance. Work hours are flexible with school schedule. This position is for the Fall 2018 semester. Personal interview will be required.

DEPARTMENT  Management & International Business

CONTACT  Mike Golubiewski  PHONE  389-5325

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