

BLOOMSBURG UNIVERSITY OF PENNSYLVANIA 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

BLOOMSBURG UNIVERSITY OF PENNSYLVANIA ON-CAMPUS WORK-STUDY POSITIONS

POSITION Student Ambassador

POSTED 10/16/2018

DUTIES

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

REQUIREMENTS

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!

DEPARTMENT College of Science & Technology

CONTACT Ms. Angela Ciucci

PHONE

AID TYPE Federal or State

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 Gillasp at dgillasp@bloomu.edu or by phone at 570-389-4411.

DEPARTMENT Communications

CONTACT Donna Gillasp

PHONE 389-4411

AID TYPE Federal or State

E-MAIL dgillasp@bloomu.edu

BLOOMSBURG UNIVERSITY OF PENNSYLVANIA ON-CAMPUS WORK-STUDY POSITIONS

POSITION Exercise Science Adult Fitness Ctr Monitor

POSTED 8/23/2018

DUTIES

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 5:00-6:30 pm). 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.).

REQUIREMENTS

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.

DEPARTMENT Exercise Science and Athletics

CONTACT Dr. Kelly Dauber

PHONE

AID TYPE Federal or State

E-MAIL

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 up keep 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

AID TYPE Federal or State

E-MAIL abrooks@bloomu.edu

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.
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DEPARTMENT Technology Support Services

CONTACT Gilbert Dobaki

PHONE 389-4397

AID TYPE Federal or State

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/penalties/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

AID TYPE Federal or State

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

AID TYPE Federal or State

E-MAIL jupdike@bloomu.edu

BLOOMSBURG UNIVERSITY OF PENNSYLVANIA ON-CAMPUS WORK-STUDY POSITIONS

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
