POSITION  Moving Crew Labor Helper Fall 2019/Spring 2020

POSTED  5/28/2019

DUTIES
Primarily assists the moving crew with loading, hauling, setup and transportation of equipment, 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, including cleaning and clearing of building entrance ways, and snow removal activities. 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. Work Hours: Tuesdays and Thursdays, 8 am to 4 pm, or Fridays 8am to 1pm. Must be available for a minimum of two consecutive hours. All hours available will be taken into consideration at the time of the interview, while working with the student's academic schedule.

DEPARTMENT  Facility Services

CONTACT  Mike Smathers
PHONE  389-4941
E-MAIL  msmather2@bloomu.edu

AID TYPE  Federal or State
POSITION  Office Asst/Receptionist

POSTED  5/8/2019

DUTIES
GENERAL DUTIES & RESPONSIBILITIES:
• Answer the telephone in a polite and professional manner. This includes taking appropriate messages and transferring calls.
• Receive visitors in a personable and friendly manner. This includes giving out appropriate handouts, and/or referring students to appropriate faculty members.
• Type (using up-to-date software) and file correspondence. Must be able to follow directions and if there are questions regarding the instructions, ask the department secretary or faculty member regarding the assignment.
• Run on-campus errands as needed.
• Keep accurate account of hours worked by submission into eTime. It is necessary that you call in to the department secretary if you are unable to work during an assigned time.
• Stock copy paper in workroom
• Copy materials as assigned.
• Sort/distribute mail to faculty members.
• Pick up and deliver duplicating materials.
• Maintain department shredding
• Other general office duties as assigned.

REQUIREMENTS
• Ability to work responsibly and confidentially.
• Ability to use current software packages.
• Dependable, punctual, mature and professional demeanor.
• Flexibility
• Available to work during breaks a plus.

DEPARTMENT  Nursing

CONTACT  Deby Krum  PHONE  389-4423

AID TYPE  Federal or State  E-MAIL  dkrum2@bloomu.eedu
POSITION  Office Assistant - Bloomsburg University Test Center Starting May 13, 2019.

POSTED  5/7/2019

DUTIES
Welcoming examines and visitors to the test center. Distribute testing paperwork, provide secure check in procedures, provide general information. Answering phones, data entry, word processing, photocopying, filing, sorting, mail distribution, running errands, shredding paperwork, and other miscellaneous duties as assigned.

REQUIREMENTS
Job would entail approximately 20-25 hours per week.

Applicants must exhibit a professional appearance and manner in-person and on the phone while greeting campus personnel, students, general population and visitors in the office reception area. Must also be dependable and punctual in attendance and assigned projects.

Requirements: Strong organizational skills and excellent communication skills. Proficient with Microsoft Word, Excel, etc. Good typing, proofreading and grammar skills. Must be detail-oriented, conscientious, reliable, and trustworthy.

A cover letter, resume, and personal interview will be required. Please forward resumes to kdavis@bloomu.edu

DEPARTMENT  Planning and Outcomes Assessment

CONTACT  Karen Davis  
PHONE  389-2998

AID TYPE  Federal or State  
E-MAIL  kdavis@bloomu.edu
POSITION  Bursar Office Student Worker

POSTED  4/26/2019

DUTIES
Answer telephone, photocopy, general office work and record information/answer questions pertaining to student accounts.

REQUIREMENTS
Must be available approximately 15 hours per week (Fall and Spring semester). Student must be proficient in Microsoft Office. Student must possess professional oral and written communication skills. Punctuality and dependability are required. Ability to work in busy office environment. Summer employment is REQUIRED.

DEPARTMENT  Bursar's Office

CONTACT  Gisele Tobin
PHONE  389-4588

AID TYPE  Federal or State
E-MAIL  gtobin@bloomu.edu
BLOOMSBURG UNIVERSITY OF PENNSYLVANIA
ON-CAMPUS WORK-STUDY POSITIONS

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

POSITION  Safety Office Assistant Summer 2019
POSTED  4/12/2019
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  Renelle Wetzel  PHONE  389-4277
AID TYPE  State  E-MAIL  rwetzel@bloomu.edu
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

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 Olshefski  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

**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