POSITION Office Assistant

POSTED 8/6/2019

DUTIES

The Provost's Office Student Employee is the first person of contact for all visitors to the office, faculty, staff, students, parents, and outside visitors and vendors. This on-campus job encompasses a variety of responsibilities that include greeting office visitors, filing, data entry, record keeping, answering telephones, as well as other assigned duties as supervised by the office staff.

Duties of the Position:
1. Open student email at student computer and leave open ALL DAY so it can be checked hourly.
2. Answering phones in a prompt, courteous and professional manner.
3. Communicating accurate information regarding the Provost's Office.
4. Open, date stamp, and sort all incoming mail.
5. Greet visitors.
6. Data entry and records management.
7. Filing.
8. Running errands on and off campus, as needed.
9. Other duties as assigned.

Duration
Permanent

Job Functions
Administration

Bloomsburg University-On-Campus Employment

Building on a rich history of academic excellence as one of 14 public universities in the Pennsylvania State System of Higher Education, Bloomsburg University prepares and inspires students to become dynamic and confident leaders.

REQUIREMENTS

Qualifications

Minimum Cumulative GPA
2.5

Allowed School Years
Freshman, Sophomore, Junior, Graduating June 2020-2024

Allowed Majors
All majors allowed
## BLOOMSBURG UNIVERSITY OF PENNSYLVANIA
### ON-CAMPUS WORK-STUDY POSITIONS

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<td><strong>CONTACT</strong></td>
<td>Kelly Force</td>
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<tr>
<td><strong>PHONE</strong></td>
<td>389-4805</td>
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<tr>
<td><strong>AID TYPE</strong></td>
<td>Federal or State</td>
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<tr>
<td><strong>E-MAIL</strong></td>
<td><a href="mailto:kforce@bloomu.edu">kforce@bloomu.edu</a></td>
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08/06/2019
POSITION Husky PAWS (Peer Assisted Wellness Services)--Level One

POSTED 8/5/2019

DUTIES
The Husky PAWS (Level One) student worker is responsible for assisting the health and wellness area with student health education and health promotion as part of the Healthy Husky initiative at Bloomsburg University. The Level One position offers student workers, regardless of their major, the opportunity to gain knowledge and skills in important aspects of professionalism, leadership, and health education and promotion. Students will also develop skills in areas including, but not limited to, public speaking, marketing, event planning, advocacy, and lifetime health and wellness.

The Husky PAWS (Level One) student will:
* Work with a Husky PAWS (Level Three) mentor in the office and at daily outreach programs, which may occur during evening and weekend hours.
* Represent Health and Wellness at University sponsored events like Orientation, Wellness Fairs, Springfest, etc.
* Promote Healthy Husky programs and resources to other students.
* Assist with logistics, organization, and communication around workshops and events.
* Attend weekly PAWS meetings and participate in program development for Health and Wellness area, which includes the DAWN Office (Alcohol & Drug Prevention), Student Health Center, Counseling Center, etc.
* Collaborate and work as a dedicated team member when planning and implementing programs.
* Assist other Husky PAWS, the DAWN Director, or the Health Educator with implementation of educational outreach programs as assigned, including, but not limited to, outreach in the Residence Halls. The Husky PAWS (Level One) student worker is responsible for assisting the health and wellness area with student health education and health promotion as part of the Healthy Husky initiative at Bloomsburg University. The Level One position offers student workers, regardless of their major, the opportunity to gain knowledge and skills in important aspects of professionalism, leadership, and health education and promotion. Students will also develop skills in areas including, but not limited to, public speaking, marketing, event planning, advocacy, and lifetime health and wellness.

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BLOOMSBURG UNIVERSITY OF PENNSYLVANIA
ON-CAMPUS WORK-STUDY POSITIONS

Student Health Center, Counseling Center, etc.
* Collaborate and work as a dedicated team member when planning and implementing programs.
* Assist other Husky PAWS, the DAWN Director, or the Health Educator with implementation of educational outreach programs as assigned, including, but not limited to, outreach in the Residence Halls, by invitation to a class, and at meetings for student clubs and organizations.
* Observe Health Educator, DAWN Director or other Husky PAWS presenting at outreach tables, workshops, guest lectures and classes.
* Learn basic health and wellness promotion information, especially regarding topics that affect college students' success (stress management, sleep hygiene, proper handwashing, etc.).
* Display interest in developing knowledge and skills to attain a Husky PAWS (Level Two) position. Training includes CLE Leadership development, Safe Zone, Green Zone, NASPA Certified Peer Educator, QPR training, etc.

REQUIREMENTS
* Must be eligible for work study and have all required paperwork completed through the Financial Aid Office, including the Student Employment Application (2019-2020) and background clearances prior to beginning work.
* Ability to work 10 hours per week (maximum 20 hours per week), with consistent evening and weekend hours.
* Demonstrate flexibility and organization skills needed to meet goals set in Husky PAWS meetings.
* Communicate effectively one-on-one and in small group settings.
* Willingness to develop and strengthen communication, marketing and public speaking skills.
* Ability to work effectively in a team/group to complete tasks and request support when appropriate.
* Maintain confidentiality.
* Ability to use Microsoft Office software, including Outlook.
* Willingness to work a flexible schedule; including evenings and weekends.
* Ability to collaborate with a diverse community of students on campus including Husky PAWS, other student workers, classmates, etc.
* Maintain 2.5 GPA
* Willingness to develop as a role model. Be in good standing regarding the BU Student Code of Conduct, and other local, state and federal laws.

Application instructions: Email Kristi Hammaker for an application. Once completed, submit application, with a resume and cover letter to the DAWN Office, Warren Student Services Center Room 253, or via email to Kristi Hammaker (khammaker@bloomu.edu).

DEPARTMENT Wellness Center
CONTACT Kristi Hammaker PHONE 389-4980
POSITION Facilities Management Office Assistant Fall 2019

POSTED 7/24/2019

DUTIES
• Welcoming Visitors, providing direction
• Distributes Contractor Parking Passes and Staff/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 ability to work Tuesday and Thursday 10:30am-4:30pm**

DEPARTMENT Facilities Management

CONTACT Renelle Wetzel
PHONE 389-4277

E-MAIL rwetzel@bloomu.edu
Bloomsburg University Police Department is spearheading a new safety initiative engaging all student majors as a way of providing a heightened level of security services and meaningful employment on campus. BU PD is interested in you if you have leadership, integrity and honor to uphold the highest standards and performance of the BU PD.

Bloomsburg University wants you to apply, searching for all majors and talents to uphold our long tradition of public safety and service to the community. We are looking for students who may interested in pursuing careers in law enforcement, as first responders, particularly if you are a Criminal Justice major, nursing major, volunteer firefighters, EMT’s or our veterans and military students.

Bloomsburg University Student Auxiliary Patrols are comprised of work study students who are employed and trained by BU PD. Student Patrols provide an added security presence, carry police radios, wearing a uniform designating them as a Student Auxiliary Patrol, notifying police of suspicious activities and deterring criminal acts. Student Patrols provide a valuable service to both police and the university.

Some of the assigned duties may include:
- Late night walking escorts
- Directing vehicle and pedestrian traffic during large events such as football games
- Monitoring Parking Areas – assisting motorists
- Screening patrons for prohibited items at large events
- Assist in medical emergencies and fire emergencies
- Customer Service & Community Relations related duties
- Student move-in

**REQUIREMENTS**

Applicants must possess, agree to, and/or have the following:
1. Possess strong communication and interpersonal skills
2. Be able to work flexible hours, including home football game days
3. Provide a detailed resume of relevant job experience and training
4. Display a high standard of ethical & moral conduct
5. Be able to stand and/or walk for an entire shift
6. Possess a valid Red Cross CPR/First Aid Certification, or be able to pass the certification test given by the American Red Cross after attending a class provided
7. Complete required training and be able to be certified in blood-borne pathogen standards
8. Pass a BU employment background investigation (fingerprints and PA Child Abuse Clearance)
9. Complete – sign a confidentiality agreement
BLOOMSBURG UNIVERSITY OF PENNSYLVANIA
ON-CAMPUS WORK-STUDY POSITIONS

DEPARTMENT University Police
CONTACT Sue Snyder
AID TYPE Federal or State
PHONE 389-4949
E-MAIL ssnyder@bloomu.edu

POSITION Student Assistant Game Manager
POSTED 6/12/2019

DUTIES
Assist Director of Athletic Operations with game management for home athletic contests (i.e. set-up; tear down; ticket sales; scoreboard operator; announcing; etc. Duties will vary according to event).

REQUIREMENTS
Background in athletics helpful. Must be reliable, organized, and team oriented individual. Must work all home football game dates (limited exceptions). Position requires to work weekends, nights. Outside of home football dates, employers will have freedown to sign up for other events to help work with their class schedule.

DEPARTMENT Athletics-Operating
CONTACT Eric McCabe
AID TYPE Federal or State
PHONE 389-3907
E-MAIL emccabe@bloomu.edu
POSIGN  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

AID TYPE  Federal or State  E-MAIL msmather2@bloomu.edu
POSITION Work-Study Position-Department of English

POSTED 4/16/2019

DUTIES
Student will work for Department Secretary, Chair, and faculty of the English Department. Department Secretary will be the direct supervisor. Students will work up to 10 hours per week.

Duties:

• Student will run errands for department as needed.
• Student will act as receptionist for department by directing visitors to the department and by answering the phone and taking messages. Student will also direct visitors to other individuals and offices within the building and across campus.
• Student will pick up, sort and distribute mail to faculty mailboxes.
• Student will photocopy, fax and scan for department and be able to do basic maintenance on photocopier (i.e., clearing jams, refilling paper, replacing toner cartridges, etc.).
• Student will do word processing as necessary for department.
• Other duties as assigned.

• Student should be approved for work-study. Federal funding preferred.
• Office experience is preferred but not necessary.
• Good interpersonal skills.
• Student must be punctual and dependable.
• Student should dress conservatively and modestly since he/she is representing the English Department.
• Student must be proficient in Microsoft Word. Knowledge of Excel preferred but not required.

Conference Duties (if needed):

REQUIREMENTS
Students hired to help out with organizing an academic conference that BU English Department is hosting may be asked to do the following:

• Research, setup, transporting conference attendees, mailings, or other clerical duties relating to conference.

**DEPARTMENT**  English

**CONTACT**  Nancy Rothermel

**PHONE**  389-4427

**AID TYPE**  Federal or State

**E-MAIL**  nrotherm@bloomu.edu

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**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