POSITION  Facilities Management Office Assistant- Fall 2020 & Spring 2021

POSTED  2/12/2020

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 Monday thru Friday between 8am-4:30pm

DEPARTMENT  Facilities Management

CONTACT  Renelle Wetzel

PHONE  389-4277

E-MAIL  rwetzel@bloomu.edu
POSITION  Facilities Management Office Assistant-Summer 2020

POSTED  2/12/2020

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 FEDERAL 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.
•**Ability to work anytime Monday thru Friday between 8am-4:30pm**

DEPARTMENT  Facilities Management

CONTACT  Renelle Wetzel  PHONE  389-4277

AID TYPE  Federal  E-MAIL  rwetzel@bloomu.edu
This student worker position supports the functions of the graduate coordinators for the department of teaching and learning, department of exceptionality programs, and the college student affairs program by completing a variety of clerical tasks. This position is supervised by the three program coordinators. The student worker will work primarily from space in McCormick Center but will also work in Navy Hall.

DUTIES

• Maintain enrollment management records (e.g., inquiries, faculty and current student interaction with prospective students, applications, scheduling of first semester courses, on-boarding).
• Copy, collate, fold, and prepare materials for mailing/distribution. Work with campus postal services to process third class and other mailings.
• Gather and maintain information about student, faculty, and alumni accomplishments. Gather photographs and narrative information. Develop narrative copy for sharing on- and off-campus via print, electronic, and social media communication.
• Provide support for marketing events such as graduate program fairs and on-campus tabling. This may include preparing and assembling materials, ensuring student and faculty coverage, maintaining program display board, and other related tasks.
• Support program outcomes assessment by typing and tallying surveys, preparing mailings to students/alumni/employers, and scheduling exit interviews.
• Develop and maintain filing systems for paper and electronic documents and store documents accordingly.
• Type and distribute agendas and minutes of various meetings within the program and department.
• Schedule meetings. Reserve rooms for meetings, events, and conferences.
• Run campus errands (Duplicating pick up, delivery of materials, etc.)
• Other duties as assigned

DUTIES – College Student Affairs Program

• Respond to questions from prospective students and applicants to the CSA program. Refer as appropriate.
• Maintain up-to-date membership in all CSA listservs.
• Maintain up-to-date list of CSA alumni including contact and employment information.
• Collaborate with CSA faculty and graduate assistant to gather information for, develop, layout, and distribute program newsletter.
• Update CSA bulletin boards, CSA employer information, and related Google
DUTIES – Exceptionality Programs graduate programs

• Review and update student documents and folders.
• Communicate with perspective and current students (e.g., regarding scheduling, to obtain documents, and to field questions).
• Collaborate to work on documents related to graduate programs, courses, and checklists.
• Research graduate special education practices at other institutions (e.g., to create, modify, or adjust courses, programs, or documents).
• Regularly check and update graduate programs bulletin boards, documents/information for sharing, and website information.

DUTIES – Teaching and Learning graduate programs

• Gather survey information from current graduate students
• Gather information from other institutions about parallel programs
• Assist in processing admission applications
• Review program advertising for accuracy and update accordingly
• Other responsibilities as required by program need

REQUIREMENTS

QUALIFICATIONS AND REQUIREMENTS

• Ability to perform within prescribed office procedures, maintain harmonious working relationships, and function according to standard work practices and conduct.
• Ability to organize and prioritize work in a manner which insures smooth processing and accomplishment of priority items on schedule; ability to manage multiple priorities.
• Ability to work independently, request guidance, and seek supervision
• Proficient in the use of Microsoft Office Suite including Outlook mail and scheduling and in the operation of various computers and software packages to produce finished copy of a variety of typing assignments, including charts, spreadsheets, graphics, charts, and diagrams.
• Demonstrated reliability in attendance and task follow-through.
• Available to work 6 hours per week for the agreed upon academic term or weeks between academic terms.

DEPARTMENT College of Education

CONTACT Denise Davidson

AID TYPE Federal or State

PHONE 772-3724

E-MAIL d davidso@bloomu.edu

Page 4 of 8

02/21/20
**POSITION**  TRiO Upward Bound Summer Office Assistant  
**POSTED**  1/16/2020  

**DUTIES**  
Greet visitors, answer telephones, deliver items to classrooms, assist teachers in classrooms, prepare mailings, file documents, perform general office duties, assist with program events, and complete additional tasks as requested from 12 to 4 p.m. from June 15 to August 1.  

**REQUIREMENTS**  
Reliability, punctuality, attention to detail, strong communication and computer skills, and the ability to work independently and maintain confidentiality are essential.  

**DEPARTMENT**  Upward Bound  

**CONTACT**  Theresa Baylor/John Kula  
**PHONE**  389-4280  
**E-MAIL**  triouwardbound@bloomu.edu  

**POSITION**  TRiO Upward Bound Summer Evening Receptionist/Residence Hall Monitor  
**POSTED**  1/16/2020  

**DUTIES**  
Greet and screen visitors, oversee the student sign in and sign out process, answer the main phone line, conduct occasional rounds, contact the appropriate staff if emergencies arise, and provide security and supervision of common areas from June 15 to July 29 during Upward Bound's Summer Academy while approximately 45 high-school aged students are on campus and residing in Northumberland Hall.  

**HOURS:**  Sundays from 6:30 to 10 p.m. and Mondays, Tuesdays, Wednesdays, and Thursdays from 6 to 10 p.m while students are on campus. Hours will be different during training week (June 15-19).  

**REQUIREMENTS**  
Reliability, punctuality, attention to detail, strong communication skills, and the ability to work independently and maintain confidentiality are essential.  

**DEPARTMENT**  Upward Bound  

**CONTACT**  Theresa Baylor/John Kula  
**PHONE**  389-4280  
**E-MAIL**  triouwardbound@bloomu.edu
POSITION  Moving Crew Labor Helper Spring 2020

POSTED  12/24/2019

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: Tues/Thurs/Fri 8am-11:30am and/or
Tues/Thurs 12pm -3:30pm. 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

E-MAIL  msmather2@bloomu.edu
BLOOMSBURG UNIVERSITY OF PENNSYLVANIA
ON-CAMPUS WORK-STUDY POSITIONS

POSITION Auxiliary Positions
POSTED 6/18/2019

DUTIES

https://youtu.be/0SNPtpp2_Gw

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

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>University Police</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTACT</td>
<td>Sue Snyder</td>
</tr>
<tr>
<td>PHONE</td>
<td>389-4949</td>
</tr>
<tr>
<td>AID TYPE</td>
<td>Federal or State</td>
</tr>
<tr>
<td>E-MAIL</td>
<td><a href="mailto:snyder@bloomu.edu">snyder@bloomu.edu</a></td>
</tr>
</tbody>
</table>

Page 8 of 8
02/21/20