<table>
<thead>
<tr>
<th>POSITION</th>
<th>Clerk</th>
</tr>
</thead>
<tbody>
<tr>
<td>POSTED</td>
<td>10/9/2018</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Filing, answering phones, working with SAP, other duties that may be assigned.</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Good communication and Microsoft Office skills. Prefer local student who is able to work year-round. Looking for start of the spring 2019.</td>
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<tr>
<td>DEPARTMENT</td>
<td>Procurement</td>
</tr>
<tr>
<td>CONTACT</td>
<td>Jamie Cotner</td>
</tr>
<tr>
<td>PHONE</td>
<td>389-44311</td>
</tr>
<tr>
<td>AID TYPE</td>
<td>State</td>
</tr>
<tr>
<td>E-MAIL</td>
<td><a href="mailto:jcotner@bloomu.edu">jcotner@bloomu.edu</a></td>
</tr>
<tr>
<td></td>
<td><strong>POSITION</strong> Sports Information Work Study Position (3 positions)</td>
</tr>
<tr>
<td></td>
<td><strong>POSTED</strong> 8/31/2018</td>
</tr>
<tr>
<td>DUTIES</td>
<td>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).</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>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 <a href="mailto:dgillasp@bloomu.edu">dgillasp@bloomu.edu</a> or by phone at 570-389-4411.</td>
</tr>
<tr>
<td>DEPARTMENT</td>
<td>Communications</td>
</tr>
<tr>
<td>CONTACT</td>
<td>Donna Gillaspy</td>
</tr>
<tr>
<td>PHONE</td>
<td>389-4411</td>
</tr>
<tr>
<td>AID TYPE</td>
<td>Federal or State</td>
</tr>
<tr>
<td>E-MAIL</td>
<td><a href="mailto:dgillasp@bloomu.edu">dgillasp@bloomu.edu</a></td>
</tr>
</tbody>
</table>
BLOOMSBURG UNIVERSITY OF PENNSYLVANIA
ON-CAMPUS WORK-STUDY POSITIONS

POSITION  Sports Information Student Assistant

POSTED  8/31/2018

DUTIES
The Bloomsburg University Office of Sports Information and Athletic Marketing is looking for an outgoing and enthusiastic student assistant to help with the day to day operations of the office. Duties include writing press releases and preparing game programs for home events. Successful applicant will also help staff various home events and assist with the keeping of statistics. The position will require some office work as well as hours at night and some weekends.

If you would like to learn about the sports publicity field, this is the job for you. The student hired must complete a successful interview. Previous students in this position have gone to jobs in the sports publicity field at places like the New Orleans Pelicans of the NBA, the University of Alabama-Birmingham, the United States Military Academy (Army) and Georgia Tech.

REQUIREMENTS
Knowledge of Microsoft Word is necessary. Any desktop publishing experience or knowledge of wrestling and/or lacrosse is an added bonus.
Contact SID David Leisering at extension 4413 to arrange an interview.

DEPARTMENT  Communications

CONTACT  David Leisering  PHONE  389-4413
AID TYPE  Federal or State  E-MAIL  dleisinger@bloomu.edu
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 andnd Tuesday and Thursday 5:00-6:30 pm). This hire is fo 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

AID TYPE  Federal or State

PHONE

E-MAIL
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

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

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
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
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