

BLOOMSBURG UNIVERSITY OF PENNSYLVANIA ON-CAMPUS WORK-STUDY POSITIONS

POSITION Office Assistant (Beginning Fall 2017)

POSTED 6/8/2017

DUTIES

Duties would include greeting/assisting visitors, answering telephones, taking messages, re-stocking supplies, sending and receiving mail, photocopying, stapling, filing and any general office work. Duties also may include frequent pick-ups and deliveries through campus, along with any work assigned by the Zeigler College of Business faculty and staff.

REQUIREMENTS

Must maintain a neat appearance.

Must be eligible for work study.

Knowledge of various software such as Microsoft Word, Excel and PowerPoint preferred.

Phone calls and office visitors must be handled in a pleasant and professional manner.

Must be prompt, reliable, conscientious and trustworthy in dealing with confidential information.

Work hours contingent upon needs.

This position is for Fall 2017.

An interview is required.

DEPARTMENT Zeigler College of Business

CONTACT Kelly Litchard

PHONE 389-5321

AID TYPE Federal or State

E-MAIL klitchar@bloomu.edu

BLOOMSBURG UNIVERSITY OF PENNSYLVANIA ON-CAMPUS WORK-STUDY POSITIONS

POSITION Chaperones

POSTED 5/12/2017

DUTIES

BU students to work as night-time dormitory chaperones for a group of high school students during the week of June 17 - June 24. Hours: 6:00 p.m. -- 8:00 a.m. Duties include creating and implementing appropriate evening activities for the group, and ensuring that the program participants abide to the rules of the program while they are in the dormitory. Eligible candidates for this position cannot have another job on campus nor be scheduled for classes during the week of the program. Please contact Dr. Donahue, Chair, Department of Languages and Cultures at cdonahue@bloomu.edu, for more information.

REQUIREMENTS

DEPARTMENT Languages & Cultures

CONTACT Dr. Donahue

PHONE

AID TYPE

E-MAIL cdonahue@bloomu.edu

POSITION Central Scheduling Assistant Summer 2017

POSTED 5/9/2017

DUTIES

The Central Scheduling intern will scan documents into RASi and assist with other projects with minimal training. Intern may also be trained on the pre-registration process. Knowledge of Microsoft Office required. Duties will vary based on the department's needs and the skill level of the student. Pennsylvania state police criminal record check, child abuse clearance and FBI criminal history check required.

REQUIREMENTS

Must be PHEAA State Grant eligible. Position is at Evangelical Hospital, Lewisburg, PA. Apply at <http://www.evanhospital.com/jobs/job-search>

DEPARTMENT

CONTACT

PHONE

AID TYPE State

E-MAIL

BLOOMSBURG UNIVERSITY OF PENNSYLVANIA ON-CAMPUS WORK-STUDY POSITIONS

POSITION Nutritional Service Assistant Summer 2017

POSTED 5/9/2017

DUTIES

This position will assist with patient food service functions: room service/call center (taking menu orders), tray line/meal assembly, and updating CBORD database for diet compliancy. This position will visit patients during meal time to determine satisfaction of meals and document feedback on log. Additional duties will include conducting nutritional analysis of the Dining Services menu for publication on the hospital intranet and the patient menu and pertinent food service related projects. This position will research and update ingredient lists for food allergens of food served in the Dining Room and to patients. This exposure will serve as a foundation for an individual seeking higher education in the nutrition/food service field. Pennsylvania state police criminal record check, child abuse clearance and an FBI criminal history check required.

REQUIREMENTS

Must be PHEAA State Grant eligible. This position is at Evangelical Community Hospital, Lewisburg, PA. Apply at <http://www.evanhospital.com/jobs/job-search>

DEPARTMENT

CONTACT

PHONE

AID TYPE State

E-MAIL

BLOOMSBURG UNIVERSITY OF PENNSYLVANIA ON-CAMPUS WORK-STUDY POSITIONS

POSITION Administrative Assistant EASC Summer 2017

POSTED 5/9/2017

DUTIES

Intern will assist the Director and Manager with day-to-day needs. Assist in creating and maintaining files, run errands to the Hospital and order and stock office inventory. Develop, design and enter data into reports to generate spreadsheets/graphs for trending and tracking. Provide support to office and nursing staff (copies, forms, calls, etc). Performs similar or related duties as required or requested. Proficiency in all Microsoft Office Products (Word, PowerPoint, Excel and Outlook). Maintains a neat and clean work area. Pennsylvania state police criminal record check, child abuse clearance and an FBI criminal history check required.

REQUIREMENTS

Must be PHEAA State Grant eligible. The position is at Evangelical Community Hospital, Lewisburg, PA. Apply at <http://www.evanhospital.com/jobs/job-search>

DEPARTMENT

CONTACT

PHONE

AID TYPE State

E-MAIL

POSITION Patient Access Representative Summer 2017

POSTED 5/9/2017

DUTIES

Duties include welcoming patients, accurately gather, verify and record all pertinent information required to comply with medical regulations and to produce correct statistical information. Verify all tests and procedures ordered meet medical necessity criteria. Verify insurance benefits for all patients. Pennsylvania state police criminal record check, child abuse clearance and an FBI criminal history check required.

REQUIREMENTS

Must be PHEAA State Grant eligible. Position is at Evangelical Community Hospital. Apply at <http://www.evanhospital.com/jobs/job-search>

DEPARTMENT

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AID TYPE State

E-MAIL

BLOOMSBURG UNIVERSITY OF PENNSYLVANIA ON-CAMPUS WORK-STUDY POSITIONS

POSITION PACU Assistant Summer 2017

POSTED 5/9/2017

DUTIES

Assist in the care of patients recovering from anesthesia, positioning and transporting support services. Would be responsible for cleaning monitors, cables, supporting IV blocks in non-clinical method. Assist in patient throughput, view surgical procedures, learn nursing and anesthesia rational for care. Pennsylvania state police criminal record check, child abuse clearance and FBI criminal history check required.

REQUIREMENTS

Must be PHEAA State Grant eligible. Position is at Evangelical Hospital, Lewisburg, PA. Apply at <http://www.evanhospital.com/jobs/job-search>

DEPARTMENT

CONTACT

PHONE

AID TYPE State

E-MAIL

POSITION OR Supply Chain Assistant Summer 2017

POSTED 5/9/2017

DUTIES

The OR Supply Chain Assistant will perform an assessment of Hospital Operating Room DePuy Synthes Trauma implant inventory and usage history of those items. Subsequently, put a plan together to establish PAR levels for those items and reduce excess inventory through returns, selling, exchanging or disposal. The student will evaluate current Hospital OR and EASC OR Storeroom item usage; then establish PAR levels and bin labels for those items. Pennsylvania state police criminal record check, child abuse clearance and FBI criminal history check required.

REQUIREMENTS

Must be PHEAA State Grant eligible. The position is at Evangelical Community Hospital, Lewisburg, PA. Apply at <http://www.evanhospital.com/jobs/job-search>

DEPARTMENT

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AID TYPE State

E-MAIL

BLOOMSBURG UNIVERSITY OF PENNSYLVANIA ON-CAMPUS WORK-STUDY POSITIONS

POSITION Patient Access Rep, ED

POSTED 5/9/2017

DUTIES

Intern will complete registrations for patients in the Emergency Department by verification of demographic and insurance information. Intern will be trained to complete transfers, admissions and discharge of patients from the system. Pennsylvania state police criminal record check, child abuse clearance and FBI criminal history check also required.

REQUIREMENTS

Must be PHEAA State Grant eligible. Position is at Evangelical Community Hospital, Lewisburg, PA Apply at <http://www.evanhospital.com/jobs/job-search>

DEPARTMENT

CONTACT

PHONE

AID TYPE State

E-MAIL

POSITION Medical Office Associate/Records Management

POSTED 5/9/2017

DUTIES

Intern will complete data entry of medical records/record management of archived records, registration of patient appointments, auditing of registration process, and processing of patient/practice task lists. Pennsylvania state police criminal record check, child abuse clearance and FBI criminal history check also required

REQUIREMENTS

Must be PHEAA State Grant eligible. Position is at Evangelical Community Hospital, Lewisburg, PA. Apply at <http://www.evanhospital.com/jobs/job-search>

DEPARTMENT

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AID TYPE State

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BLOOMSBURG UNIVERSITY OF PENNSYLVANIA ON-CAMPUS WORK-STUDY POSITIONS

POSITION Medical Records Assistant Summer 2017

POSTED 5/9/2017

DUTIES

Intern(s) will assist the Project Management team in a records management/clean-up project where duties will include reviewing, indexing, boxing and moving records. Pennsylvania state police criminal record check, child abuse clearance and FBI criminal history check also required.

REQUIREMENTS

Must be PHEAA State Grant eligible. Position is at Evangelical Community Hospital, Lewisburg, PA. Apply at <http://www.evanhospital.com/jobs/job-search>

DEPARTMENT

CONTACT

PHONE

AID TYPE State

E-MAIL

POSITION Project Management Assistant Summer 2017

POSTED 5/9/2017

DUTIES

Intern(s) will assist the Project Management team in planning, updating, and managing the project management plans. Duties will include equipment planning and coordination; project financials updating; meeting minutes/project documentation; year-end invoice/purchase order review/follow up with vendors; furniture inventory; FY18 project folder set-up; PAAP update by issue of approvals with project and account number. Intern(s) will also assist in a records management/clean-up special project where duties include reviewing, indexing, boxing and moving records. Pennsylvania state police criminal record check, child abuse clearance and FBI criminal history check also required.

REQUIREMENTS

Must be PHEAA State Grant eligible. Position is at Evangelical Community Hospital, Lewisburg, PA. Apply at <http://www.evanhospital.com/jobs/job-search>

DEPARTMENT

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BLOOMSBURG UNIVERSITY OF PENNSYLVANIA ON-CAMPUS WORK-STUDY POSITIONS

POSITION Phlebotomy Assistant Summer 2017

POSTED 5/9/2017

DUTIES

Duties to include blood drawing, filing slides, and assisting in other areas of the laboratory. Duties will be assigned by the department management team. Duties will vary based on the department's need and the skill level of the student. Pennsylvania state police criminal record check, child abuse clearance and FBI criminal history check required.

REQUIREMENTS

Must be PHEAA State Grant eligible. Position is at Evangelical Community Hospital, Lewisburg, PA. Apply at <http://www.evanhospital.com/jobs/job-search>

DEPARTMENT

CONTACT

PHONE

AID TYPE State

E-MAIL

POSITION Patient Experience Assistant Summer 2017

POSTED 5/9/2017

DUTIES

The primary purpose of this position would be to provide support for the Patient Experience Team (Volunteer Services, Patient/Guest Relations and Gift Shop). Work directly with volunteers, patients, customers, and all Hospital personnel in all areas of the hospital. Duties will vary daily based on department need. Basic computer and organizational skills are preferred. A positive attitude and compassion and willingness to assist our patients and guests is a must. Pennsylvania state police criminal record check, child abuse clearance and an FBI criminal history check required.

REQUIREMENTS

Must be PHEAA State Grant eligible. The position is at Evangelical Community Hospital. Apply at <http://www.evanhospital.com/jobs/job-search>

DEPARTMENT

CONTACT

PHONE

AID TYPE State

E-MAIL

**BLOOMSBURG UNIVERSITY OF PENNSYLVANIA
ON-CAMPUS WORK-STUDY POSITIONS**

POSITION Human Resources/Training Assistant Summer 2017

POSTED 5/9/2017

DUTIES

The HR/Training Assistant will work in a busy HR department. The candidate will be working on special projects and supporting day-to-day operations. The position requires strong PC skills, attention to detail, willingness to perform repetitive tasks, and ability to follow directions as well as minimal troubleshooting ability (for copier jams, etc.). Duties will be assigned by department manager. Duties will vary based on the department's need and skill level of the student. Pennsylvania state police criminal record check, child abuse clearance and an FBI criminal history check required.

REQUIREMENTS

Must be PHEAA State Grant eligible. This position is at Evangelical Community Hospital, Lewisburg, PA. Apply at <http://www.evanhospital.com/jobs/job-search>

DEPARTMENT

CONTACT

PHONE

AID TYPE State

E-MAIL

POSITION Safety/Office Assistant Summer 2017

POSTED 5/8/2017

DUTIES

Checking Emergency Communication Devices on campus, inspecting fire extinguishers, filing, typing, data entry, record keeping and other miscellaneous duties as assigned.

REQUIREMENTS

Candidate must be able to keep accurate records, demonstrate attention to detail, and maintain confidentiality. Must have basic to intermediate knowledge of Microsoft Word and Excel, including creating, editing, and formatting documents and spreadsheets. Ability to lift and carry up to 20 lbs.

DEPARTMENT Safety Department

CONTACT Belinda DeLeon

PHONE 389-4792

AID TYPE Federal or State

E-MAIL bdeleon@bloomu.edu

BLOOMSBURG UNIVERSITY OF PENNSYLVANIA ON-CAMPUS WORK-STUDY POSITIONS

POSITION Office Assistants- to start immediately & continue through summer, F/S

POSTED 5/2/2017

DUTIES

(GENERAL): Meets and greets office visitors and callers. Performs general office tasks such as copying, scanning, filing, answering phones, retrieving messages from voicemail, scheduling appointments, maintaining shared email accounts, basic typing and data entry, running errands, and assisting with event planning and execution. Assist with Career Closet. May be asked to make follow-up phone calls to students, alumni, and employers.

DUTIES: (SPECIFIC): Organizational skills to help plan and organize alumni and student engagement events. Help in preparation for on and off campus events. Looking for at least one local student to work breaks.

REQUIREMENTS

Maintain professional dress, demeanor, and appearance. Possess strong written, phone, communication, and organizational skills. Ability to perform detail-oriented tasks. Maintain confidentiality and safeguard database records. Must be proficient in Microsoft Word, Excel, and Outlook; knowledge of Publisher, PowerPoint, and Adobe software a plus. Ability to use BOLT to learn office training information. Some evening or weekend hours will be required. Must be available to work special events including career expos, Homecoming, Alumni Weekend, and other events as determined by work-study supervisor.

APPLICATION INSTRUCTIONS: email Kim Heidlauf at kheidlau@bloomu.edu for an electronic application. Cover letter and resume will be required as part of application procedure..

DEPARTMENT Alumni Affairs

CONTACT Kim Heidlauf

PHONE 389-4213

AID TYPE Federal or State

E-MAIL kheidlau@bloomu.edu

BLOOMSBURG UNIVERSITY OF PENNSYLVANIA ON-CAMPUS WORK-STUDY POSITIONS

POSITION Adventure Camp Staff - Summer 2017

POSTED 4/12/2017

DUTIES

•Summer Camp Instructors: Summer camp staff are work-study positions available to any Bloomsburg University Student. You must have a completed FAFSA with the Financial Aid Office, even if you do not receive any financial aid. Instructors will be responsible for up to 10 campers (along with one other Summer Camp Instructor) Responsibilities include teaching and assisting in many outdoor activities such as high ropes, low ropes, team building, hiking, etc. You will be trained in these skills.

REQUIREMENTS

June 5th-9th will be the mandatory week of training. Quest Summer Camps are week-long day camps, Monday to Friday from 9 am – 4pm for kids ages 8-13. The first week of camp will start on June 12th, and the last week will end on August 11th.

http://quest.bloomu.edu/?page_id=6259 Use the application process at the bottom of the webpage.

In order for your application to be processed you MUST submit all of the following:

- Application (website page)
- Resume
- Cover Letter

DEPARTMENT Quest

CONTACT Susan Weaver Quest building **PHONE** 389-2100

AID TYPE Federal or State **E-MAIL**

BLOOMSBURG UNIVERSITY OF PENNSYLVANIA ON-CAMPUS WORK-STUDY POSITIONS

POSITION Bloomsburg University Foundation Stewardship Office Assistant Summer 2017

POSTED 4/5/2017

DUTIES

The student selected for this position must be available to work during the summer months between 8:00 am and 4:30 pm, totaling up to 37.5 hours per week. Successful candidate will report to the Bloomsburg University Foundation's Director of Operations and will be assigned work by Advancement Services Team Members.

Duties and Responsibilities include, but are not limited to:

- Perform information searches on selected individuals using provided resources
- Donor record updates
- Maintain confidentiality concerning the personal and financial status of donors
- Maintain a high level of professionalism in carrying out work for BUF
- Provide assistance to BUF Advancement Services Team
- Other duties as assigned

REQUIREMENTS

Attention to detail, accuracy of work required; ability to safeguard confidential information and to work independently at times.

Excellent interpersonal skills, including good sense of humor; should be cheerful and people oriented; good organizational and communication skills a must.

Computer skills including Microsoft Office/Outlook programs.

Financial Aid approval NOT required.

Submit cover letter to:

Ann Maselkevich
Development Center
Bloomsburg University Foundation

Or

amaselke@bloomufdn.org
570-389-4847

DEPARTMENT

CONTACT Ann Maselkevich

PHONE 389-4847

AID TYPE Not Specified

E-MAIL amaselke@bloomufdn.org

BLOOMSBURG UNIVERSITY OF PENNSYLVANIA
ON-CAMPUS WORK-STUDY POSITIONS

BLOOMSBURG UNIVERSITY OF PENNSYLVANIA ON-CAMPUS WORK-STUDY POSITIONS

POSITION Bloomsburg University Foundation Student Assistant

POSTED 4/5/2017

DUTIES

The student selected for this position must be available to work during the summer months between 8:00 am and 4:30 pm, totaling up to 37.5 hours per week. Successful candidate will report to the Bloomsburg University Foundation's Director of Operations and will be assigned work by Advancement Services Team Members.

Duties and Responsibilities include, but are not limited to:

- Perform information searches on selected individuals using provided resources
- Donor record updates
- Maintain confidentiality concerning the personal and financial status of donors
- Maintain a high level of professionalism in carrying out work for BUF
- Provide assistance to BUF Advancement Services Team
- Other duties as assigned

REQUIREMENTS

Attention to detail, accuracy of work required; ability to safeguard confidential information and to work independently at times.

Excellent interpersonal skills, including good sense of humor; should be cheerful and people oriented; good organizational and communication skills a must.

Familiarity with Microsoft Office/Outlook programs; able to utilize the internet. Ability to learn other programs quickly, including the Foundation database, The Raiser's Edge.

Financial Aid approval NOT required.

Submit cover letter to:

Steph Ulmer
Development Center
Bloomsburg University Foundation

Or

sulmer@bloomufdn.org
570-389-4059

DEPARTMENT

BLOOMSBURG UNIVERSITY OF PENNSYLVANIA
ON-CAMPUS WORK-STUDY POSITIONS

CONTACT Steph Ulmer

PHONE 389-4059

AID TYPE Not Specified

E-MAIL sulmer@bloomufdn.org

POSITION Child Care Assistant **Summer 2017**

POSTED 2/10/2017

DUTIES

To assist the teacher with the planning and implementation of the daycare and/or preschool curriculum.

REQUIREMENTS

Teaching majors preferred.

DEPARTMENT Campus Child Center

CONTACT Holly Noll

PHONE 389-4547

AID TYPE Federal or State

E-MAIL hnoll@bloomu.edu

BLOOMSBURG UNIVERSITY OF PENNSYLVANIA ON-CAMPUS WORK-STUDY POSITIONS

POSITION Student Ambassador

POSTED 12/9/2016

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 will be Monday through Friday from 10:00 am until 4:30 pm.

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
6. send letters and/or emails to admitted students
7. follow up with students once they arrive on campus
8. other duties as assigned

REQUIREMENTS

Eligible applicants must meet the following criteria:

1. declared COST major with junior or senior status in good academic standing
2. minimum GPA of 2.5
3. effective written and oral communication skills
4. complete ambassador training
5. eligible for federal or state work-study (must have current FAFSA on file)
6. successfully complete interview

Application Process:

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, January 9, 2017. Thank you!

DEPARTMENT College of Science & Technology

CONTACT Angela Ciucci

PHONE

AID TYPE Federal or State

E-MAIL aciucci@bloomu.edu

BLOOMSBURG UNIVERSITY OF PENNSYLVANIA ON-CAMPUS WORK-STUDY POSITIONS

POSITION Instructional Technologist

POSTED 9/6/2016

DUTIES

Assist faculty with BOLT and other software supported by the IMD Center. Develop online learning tutorials and documentation for students and faculty. Answer calls and emails for BOLT support and enter help desk tickets. Provide exemplary customer service. Develop online learning tutorials and documentation for faculty and students. Update the BOLT students blog per supervisor request. Assist with inventory checks and device maintenance as directed.

REQUIREMENTS

Strong communication skills and attention to detail during e-mail, phone, and in-person exchanges. Must be prompt, conscientious, reliable, and trustworthy. Computer skills including but not limited to Microsoft Office, Windows or Mac OS and internet use. Willingness to learn new software. Motivated self-learners, customer service and team experience, and freshman or sophomore status preferred.

DEPARTMENT Instructional Media & Design Center

CONTACT Chaya Merrell

PHONE 5235

AID TYPE Federal or State

E-MAIL cmerrell@bloomu.edu

POSITION Video Coordinator

POSTED 8/29/2016

DUTIES

Men's Soccer seeking Video Coordinator to film and edit all home soccer matches.

REQUIREMENTS

Must be familiar with videoing live game action as well as editing/tagging game footage. Hours will be 2 hours of all home matches (includes afternoons, evenings and weekends) as well editing work post game. Mass Communication majors with a sports background encouraged to apply. Start date ASAP.

DEPARTMENT Athletics-Men's Soccer

CONTACT

PHONE 389-3976

AID TYPE Federal or State

E-MAIL stgamsoc@bloomu.edu

BLOOMSBURG UNIVERSITY OF PENNSYLVANIA ON-CAMPUS WORK-STUDY POSITIONS

POSITION Technical Assistant

POSTED 8/3/2016

DUTIES

Facilitate events as need in Performing Arts Facilities and perform daily maintenance.

REQUIREMENTS

Must be able to lift 50 lbs.

DEPARTMENT Performing Arts

CONTACT Abigail Manns

PHONE 4653

AID TYPE Federal or State

E-MAIL

POSITION Summer Admissions Student Worker/Tour Guide

POSTED 3/25/2016

DUTIES

Answering phones, opening mail, providing daily tours to campus visitors, data input.

REQUIREMENTS

Candidate must be articulate, professional, responsible and reliable. Must be able to work well with individuals and groups within the campus community and outside of campus.

Should be positive and outgoing, generally know the campus; have an understanding of Peoplesoft and can address questions optimistically. Must maintain at least a 2.3 GPA and not have any outstanding disciplinary sanctions.

Work hours available: Summer Only - Monday through Friday 8am-4pm. We will work around class schedules, as needed. If employment extends to the fall or spring semesters, will be required to work mandatory open house and weekends as scheduled. An interview is required for potential employment.

DEPARTMENT Admissions

CONTACT Maramonne Houseknecht

PHONE 389-4867

AID TYPE Federal or State

E-MAIL mhousekn@bloomu.edu

BLOOMSBURG UNIVERSITY OF PENNSYLVANIA ON-CAMPUS WORK-STUDY POSITIONS

POSITION Athletic Event Announcer

POSTED 3/10/2016

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 3/10/2016

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 Student Technical Support Representative

POSTED 11/6/2015

DUTIES

Bloomsburg University Office of Technology is looking for a dedicated and customer service-centric student to provide first-level technical support to faculty, staff, and students experiencing technical problems as well as act as an integral part of Exam Scanning Services, providing customer service to faculty who wish to have tests scanned. Duties include:

- Providing telephone, email, and in-person support to faculty, staff, and students.
- Assisting with password resets, email problems, wireless network connectivity issues
- Directing students, faculty, and staff to the appropriate technical resources
- Entering and assigning requests for assistance using web-based helpdesk software
- Scanning exams for faculty and printing necessary reports

REQUIREMENTS

- Intermediate to advanced knowledge of computers including Microsoft Windows, Mac and Microsoft Office.
 - Ideal candidate should have knowledge of computer components
 - Individual should be self-motivated and reliable
- Students seeking degrees in Computer Science, Computer Information Systems, Business Information Systems, Information Technology Management and who live locally preferred, however, everyone will be considered. Position pays: \$7.25 to start with opportunities for advancement. Interested? Apply online at: <http://www.bloomu.edu/technology/apply>

DEPARTMENT Technology Support Services

CONTACT www.bloomu.edu/technology/ap **PHONE**

AID TYPE Federal or State **E-MAIL**
