

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

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**POSITION** Office Assistant Office of Planning & Assessment Fall 2017

**POSTED** 8/10/2017

**DUTIES**

Welcoming visitors, 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 10-15 hours per week.

Applicants must exhibit a professional appearance and manner in-person and on the phone while greeting campus personnel, students, 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 [dmucci@bloomu.edu](mailto:dmucci@bloomu.edu).

**DEPARTMENT** Planning and Outcomes Assessment

**CONTACT** Debbie Mucci

**PHONE** 389-4024

**AID TYPE** Federal or State

**E-MAIL** [dmucci@bloomu.edu](mailto:dmucci@bloomu.edu)

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

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**POSITION** Phonathon Caller

**POSTED** 8/7/2017

**DUTIES**

The BU Foundation is looking for students to call alumni and friends to talk about BU, update alumni information and solicit donations for our annual fund. All majors welcome.

**REQUIREMENTS**

Applications are available online at <http://bit.ly/BUPhoneApp> and should be emailed to [sboucek@bloomufdn.org](mailto:sboucek@bloomufdn.org) when completed.

Starting pay is \$8/hour and new callers typically work 6-9 hours per week. Scheduled work hours are between 4-8 on Sunday and 6-9 Monday through Thursday. NOTE: The call center is located in the Greenly Center downtown, not on campus. Call 570-389-5364 with questions.

**DEPARTMENT**

**CONTACT** Samantha Boucek

**PHONE** 389-5364

**AID TYPE** Not Specified

**E-MAIL** [sboucek@bloomufdn.org](mailto:sboucek@bloomufdn.org)

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

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**POSITION** Bloomsburg University Foundation Student Assistant

**POSTED** 8/7/2017

## **DUTIES**

The student selected for this position must be available to work several hours per day between 8:00 am and 4:30 pm, totaling up to 15 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

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**CONTACT** Steph Ulmer

**PHONE** 389-4059

**AID TYPE** Not Specified

**E-MAIL** sulmer@bloomufdn.org

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**POSITION** Student Secretary/Receptionist

**POSTED** 8/7/2017

**DUTIES**

typing, answering phone, relaying messages, running errands

**REQUIREMENTS**

reliable, good with the public, must be able to work MWF 2:00-3:00 and  
TuTh 11:45-2:00

**DEPARTMENT** Anthropology

**CONTACT** Janet Locke, a.m. only

**PHONE** 389-4860

**AID TYPE** Federal or State

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

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

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**POSITION** Office Assistant (Fall 2017)

**POSTED** 8/2/2017

**DUTIES**

Answering phones, preparing mass-mailings, word-processing, photocopying, and other misc. office duties and errands.

**REQUIREMENTS**

Exhibit professional manner on phone and in-person dealing with campus personnel, students, and visitors. Understand need for dependability and punctuality in attendance and in work projects. Must be trustworthy due to confidential nature of materials produced in the President's Office.

Word processing skills and knowledge of office equipment are required. Qualified applicants must be proficient with Microsoft Word, Excel, & Access, be a self-motivated student approved for work study, and demonstrate excellent communication skills. Job requires a high level of accuracy in assignments. Student should maintain a 3.0 GPA to be considered for this position. Freshman and Sophomore students encouraged to apply. Availability to work during winter and summer breaks preferred.

Please stop by the President's office in Carver Hall or e-mail an application by 4:00 p.m. on September 1st. Inclusion of resume and cover letter with application encouraged.

**DEPARTMENT** Office of the President

**CONTACT** Angela Crossley

**PHONE** 4526

**AID TYPE** Federal

**E-MAIL** [acrossle@bloomu.edu](mailto:acrossle@bloomu.edu)

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

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**POSITION** Moving Crew Labor Helper fall 2017

**POSTED** 8/1/2017

**DUTIES**

Primarily assists the moving crew with loading, hauling, setup and removal of various equipment, transportation of 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. 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. Prior successful background clearances preferred. Work hours available: Tuesdays and Thursdays, 8 am to 4 pm. Position may extend to Spring semester and beyond.

**DEPARTMENT** Facility Services

**CONTACT** Mike Smathers

**PHONE** 389-4941

**AID TYPE** Federal or State

**E-MAIL** [msmather2@bloomu.edu](mailto:msmather2@bloomu.edu)

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

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**POSITION** Box Office Assistant, Performing Arts Box Office (Beginning Fall 2017)

**POSTED** 7/26/2017

**DUTIES**

Sell tickets to patrons on the telephone and at the ticket window; fill orders using box office ticketing program; maintain precise sales records; work with patrons to select seats; describe shows and explain box office policies; provide marketing

**REQUIREMENTS**

The successful candidate must be detail oriented with neat, organized work habits, experience in customer service and handling money, positive attitude, and skillful at Word and Excel. Interest in the performing arts a plus. Working all shows during fall and spring semesters in an absolute requirement of this position. How to Apply: By email only including the following information about yourself: (1) academic year, i.e. sophomore, junior, etc., (2) major, (3) fall class schedule, and (4) hometown.

**DEPARTMENT** Performing Arts Programming

**CONTACT** Nancy VanPelt Chiado

**PHONE**

**AID TYPE** Federal or State

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

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**POSITION** Student Assistant Games Manager

**POSTED** 7/12/2017

**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

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

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**POSITION** Exercise Science Adult Fitness Ctr Monitor

**POSTED** 7/11/2017

## **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 through Friday approximately 11:00 am - 1:30 pm, subject to change slightly dependent upon scheduling), for the upcoming academic year, starting at the beginning of the fall 2017 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

**PHONE**

**AID TYPE** Federal or State

**E-MAIL**

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

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**POSITION** Temporary Survey Caller (starting mid July to end of month)

**POSTED** 6/28/2017

**DUTIES**

: (GENERAL): Assist in gathering data from recent graduates of Bloomsburg University on their career goals. Training is provided.

DUTIES: (SPECIFIC): Same as above.

**REQUIREMENTS**

Possess strong written, phone, communication, and listening skills while maintaining a professional demeanor. Ability to perform detail-oriented tasks. Maintain confidentiality and safeguard database records. Evening work hours are required. Some weekend hours may be required.

Payrate \$8.25 per hour.

Human Subject Training a plus! Students with prior on-campus work experience are encouraged to apply.

APPLICATION INSTRUCTIONS: Submit e-mail of interest including current work-study eligibility (please note additional instructions below) and your resume to cpdce@bloomu.edu.

If you are work-study eligible please provide the following:

- Whether you are eligible for State or Federal
- The amount you are eligible for
- If you have been employed by BU in the last six months

**DEPARTMENT** Alumni Affairs

**CONTACT** Kim Heidlauf or Lisa Olander      **PHONE** 389-4070

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

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BLOOMSBURG UNIVERSITY OF PENNSYLVANIA  
ON-CAMPUS WORK-STUDY POSITIONS

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**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](mailto:cdonahue@bloomu.edu), for more information.

**REQUIREMENTS**

**DEPARTMENT** Languages & Cultures

**CONTACT** Dr. Donahue

**PHONE**

**AID TYPE**

**E-MAIL** [cdonahue@bloomu.edu](mailto:cdonahue@bloomu.edu)

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

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**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](mailto: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](mailto:kheidlau@bloomu.edu)

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

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**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](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**

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**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](mailto:hnoll@bloomu.edu)

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

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**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

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**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

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

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**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**

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**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

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

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**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/enealties/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 knowldege 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](mailto:jupdike@bloomu.edu)

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

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**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](http://www.bloomu.edu/technology/ap) **PHONE**

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

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