

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

POSITION Help Desk / Exam Scanning Operator

POSTED 11/16/2023

DUTIES

Bloomsburg University's Office of Technology is looking for a dedicated and customer service-centric student to provide customer service to faculty and staff as part of Exam Scan Services. Responsibilities include: Assisting with the creation and maintenance of exam scan profiles; scanning and returning tests to faculty members; running errands on campus as directed by supervisor.

REQUIREMENTS

Prospective individual should have an eye for detail and be able to work well with others. Previous customer service experience preferred, but not required. Willing to train. Position pays \$7.25 to start with opportunities for advancement. Apply online at: <http://www.bloomu.edu/technology/apply> or inquire in person at the helpdesk in Ben Franklin, room 120.

DEPARTMENT Technology Support Services

CONTACT Al Galliani

PHONE 570-389-4

AID TYPE Federal or State

E-MAIL agallian@commonwealthu.edu

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

POSITION Moving Crew Laborer Helper

POSTED 3/2/2023

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 safely lift and move heavy objects, and work under adverse weather conditions. May be required to drive University vehicles, and must have a valid PA Drivers License. Must satisfactorily complete an interview. **MUST BE ELIGIBLE FOR WORK STUDY AND HAVE ALL NECESSARY PAPERWORK (FAFSA, etc.) COMPLETED** through the Financial Aid Office. Work Hours: Monday-Friday 8am to 4pm. 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

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

POSITION Ambassador (Multiple Position)

POSTED 2/14/2023

DUTIES

Duties:

This office on-campus job includes a variety of responsibilities such as:

- Answering telephones
- Opening, sorting and delivery of mail on a daily basis
- Data entry
- Touring prospective students and their families
- All other duties assigned by the admissions professional and support staff

The tour guide position includes:

- Giving multiple tours a week
- Participating in large admissions recruitment events
- Participating in panels

Students interested in this position should possess the following:

- Strong work ethic
- Good communication skills
- Reliability
- Ability to adhere to office dress code
- Friendly and able to work well in a diverse population
- Knowledgeable about Bloomsburg University and campus

REQUIREMENTS

- 2.3 GPA or higher
- FASFA must be on file
- must not have another work-study position w/ exception of note taker, tutor or HOWL.
- must have completed at least 12 BU credits
- must be in good standing with Dean of Students Office

This position pays a rate of \$12/hr

Apply at <https://www.bloomu.edu/student-tour-guide-application> or email buadmiss@commonwealthu.edu with questions.

DEPARTMENT Admissions

CONTACT Ashley Carnuccio

PHONE 389-5424

AID TYPE Federal or State

E-MAIL acarnuccio@commonwealthu.edu

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

POSITION Accounts Payable Clerk

POSTED 12/8/2022

DUTIES

File, answer phones, open and sort mail, coordinate PO to invoice, work with purchasing department

REQUIREMENTS

Able to work summer and winter breaks

DEPARTMENT Finance and Business Services

CONTACT Lori Olshefski

PHONE 389-4648

AID TYPE Federal or State

E-MAIL lolshefs@bloomu.edu

POSITION Elementary Tutor

POSTED 10/25/2022

DUTIES

The tutor would be responsible for following lessons designed by the student's classroom teacher.

Tutors would instruct students one on one or in a small group and address their needs. The tutor would also be responsible for assisting students with homework, reinforcing key concepts taught in the classroom, and providing feedback to enhance student academic performance.

REQUIREMENTS

This is an off-campus position at the Saint Columba School in downtown Bloomsburg. Student must be eligible for a FEDERAL work-study award. Please check with the Financial Aid Office before applying to this position.

DEPARTMENT Off-Campus Work-Study

CONTACT Partice Coombe

PHONE 784-5932

AID TYPE Federal

E-MAIL pcoombe@saintcolumbaschool.

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

POSITION Community Watershed Assistant

POSTED 9/27/2022

DUTIES

- Review websites and other existing project related materials to gain an understanding and appreciation for the goals and objectives of POWR, watershed organizations generally, and the history and progress of this project to date.
- Edit or recreate the 2021 Cumulative Impacts Survey for ease of use and better response rate
- Effectively use communication tools such as email, phone calls, occasional in person meetings to encourage organization leaders to complete the survey.
- Assist with data management, analysis, and meaningful visualization of results and outcomes to help tell the story of the collective impacts and successes of CWOs.
- Develop additional Annual Report templates for easy-to-read, meaningful, and impactful story-telling by watershed groups to key target audiences.
- Use templates to create specific reports for individual organizations.
- Assist in writing Project Success Stories for publication on website, blogs, newsletters, etc.
- Assist in the creation of save-the-dates, sponsorship forms, programs, and posters for the watershed conference.
- Participate in PEC/POWR Water Team calls to share project updates and learn about other program initiatives.

REQUIREMENTS

- Communication Skills: Ability to confidently articulate project needs, benefits, and expectations to program partners using excellent verbal and interpersonal skills
- Proficiency with basic data analysis and synthesis: creating graphs, tables, etc.
- The capacity to think creatively to develop meaningful approaches to data visualization (infographics, story maps, etc.)
- Proficiency with Microsoft Outlook, Word, Excel, PowerPoint, and Survey Monkey or similar survey, data collection, and/or evaluation software.
- Graphic design skills
- Ability to create a compelling story from a short interview about a project or program
- Ability to work independently

DEPARTMENT Off-Campus Work-Study

CONTACT Tali MacArthur

PHONE

AID TYPE Federal

E-MAIL tmacarthur@pepca.org

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

POSITION Marketing & Social Media Assistant

POSTED 9/26/2022

DUTIES

Work Environment:

The working environment at the BPL is casual, but professional. All staff members work in a mutually respectful and supporting manner; the same is expected of work-study employees and interns. You can expect to be treated as staff members. Work-Study employees and interns are expected to follow the Behavior Standards and Guidelines for Appropriate Workplace Conduct in the BPL Personnel Policy.

Schedule

This is an in-person position. We will build a schedule around your class schedule. You will work an average of 10 hours over the course of a semester. The schedule is flexible to allow for exams and holidays. The position begins on Sept. 6 and ends on December 2, 2022. If you are interested in an unpaid internship with us, you must contact your Bloomsburg University academic department. Please consult your department chair for the possibility of receiving credits for this position

Essential Responsibilities

1. Collaborate with Library Director and Assistant Director to engage library supporters in advance of fundraising events and throughout ongoing campaigns
2. Post frequently to the library's Instagram and Facebook accounts to engage the public
3. Create print promotional materials for fundraising, library events, and fundraisers
4. Create and implement awareness campaigns for the library's key services and resources
5. Produce print and electronic promotional materials for a variety of target audiences
6. Perform other duties as assigned

REQUIREMENTS

Skills and Abilities

1. Proficient in Instagram and Facebook marketing; working knowledge of other platforms
2. Knowledge of social media best practices
3. Good working knowledge of Canva or the ability to quickly develop a working knowledge
4. Knowledge of free image resources
5. Ability to focus and complete tasks on time
6. Excellent written communication skills
7. Strong customer service, communication, and organizational skills
8. Close attention to detail
9. Sincere Interest in promoting public library values
10. Ability to imagine, plan, and implement creative projects

Special Requirement: All employees must have PA and Federal clearances from Bloomsburg University.

Interested in building your portfolio with real-world experience at a busy

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nonprofit? Send a cover letter and a resume of marketing-related coursework, volunteer or job experience.

DEPARTMENT Off-Campus Work-Study

CONTACT Lydia Kegler

PHONE

AID TYPE Federal

E-MAIL LydiaBloomPL@gmail.com

POSITION Marketing Communication Assistant, Faculty Assistant, Languages & Cultures

POSTED 9/1/2022

DUTIES

Assist in the promotion of Languages and Cultures services and resources to our students, faculty, and staff; design print and digital media, create/edit web content, and update our various social media platforms; assist in planning and participating in various events. The Department of Languages and Cultures is planning to expand its online video presence, so if you have an interest in producing and editing instructional videos, we encourage you to apply.

REQUIREMENTS

The department would prefer a student with a language major/minor or native speaker of Spanish, French, German, or Russian. Must be a reliable, computer proficient with a keen eye for detail. Must possess strong verbal and written communication skills; graphic design capabilities; a desire to design engaging content; good working knowledge of social media platforms (Facebook, Twitter, YouTube, Instagram) and trends associated with each; and the ability to meet deadlines. The hours for this position are flexible, with a minimum of 10 hours per week required. When applying, please include links to any content you have published. Freshman or sophomore status is preferred.

DEPARTMENT Languages & Cultures

CONTACT Mykola Polyuha

PHONE

AID TYPE Federal or State

E-MAIL mpolyuha@bloomu.edu

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

POSITION Office Assistant, Faculty Assistant, Languages & Cultures Department

POSTED 9/1/2022

DUTIES

Greet and direct students and visitors. Perform administrative functions, including answering telephone calls, typing written correspondence, editing materials, and creating marketing literature.

REQUIREMENTS

The department would prefer a student with a language major/minor or native speaker of Spanish, French, German, or Russian. Must have a pleasant attitude with the ability to work harmoniously with the staff, faculty, and general public. Must have good customer service skills, good computer skills, and be eager to work. Must be punctual and knowledgeable in Microsoft Office products, have a working knowledge of basic office equipment operation – phone, computer, scanner/copier/fax, etc., and should possess excellent communication skills, written and oral, to include a good working knowledge of grammar, punctuation, and spelling. Freshman or sophomore status is preferred.

DEPARTMENT Languages & Cultures

CONTACT Mykola Polyuha

PHONE

AID TYPE Federal or State

E-MAIL mpolyuha@bloomu.edu

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

POSITION Husky PAWS (Peer Assisted Wellness Services)

POSTED 7/28/2022

DUTIES

The Husky PAWS 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. This 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 student will:

- * 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 Alcohol & Other Drug (AOD) 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 AOD Director, and 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.
- * Join Health Educator, AOD 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 (Healthy diet, physical activity, stress management, sleep hygiene, proper handwashing, etc.).
- * Display interest in developing knowledge and skills which may include leadership development, LGBTQA Safe Zone, Military 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 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

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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.

**Ability to lift supplies and transport items on campus.

Application instructions: Email Kristi Hammaker for an application. Once completed, submit application, with a resume and cover letter to Student Services Center Room 236, or via email to Kristi Hammaker (khammaker@bloomu.edu).

DEPARTMENT Health and Wellness

CONTACT Kristi Hammaker

PHONE 389-4980

AID TYPE Federal or State

E-MAIL khammaker@bloomu.edu

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

POSITION Community Service Officer (2 positions available - Fall 2022 - Spring 2023)

POSTED 7/21/2022

DUTIES

Participate in community meetings, providing staff support in answering non-emergency phones for service, assist in development of University neighborhood watches, directing pedestrian and vehicle traffic for large events, support fire department on campus as needed, screen patrons for prohibited items during large events, assist at student move-in and student move-outs, acting as an additional set of eyes and ears at concerts, identify and report suspicious activities, foot and vehicle patrol as a uniformed presence, as well other other minor duties.

REQUIREMENTS

Valid drivers license, good standing within the community, possess First Aid, CPR and AED certifications, strong leadership, integrity and honor to uphold highest standards, ability to pass background checks and clearances. Please contact either Sgt. H. Comstock at hcomstock@bloomu.edu or Sgt. D. Hirko at ahirko@bloomu.edu to apply for this position.

DEPARTMENT University Police

CONTACT Sgt. Comstock

PHONE 389-2211

AID TYPE Federal or State

E-MAIL hcomstock@bloomu.edu

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

POSITION Front Desk/Office Support (ALL TERMS - Including Summer)

POSTED 4/20/2022

DUTIES

The Office of the Dean of Students team is looking for student workers to support our front desk operations (this role reports directly to the Department Administrative Support Person, though you'll interface with everyone on the team!). Our office is located in the Student Services Center, Room 150.

We can provide up to 20 hours of work per week during the fall and spring semesters (up to 37.5 hours of work per week during the summer). The work shifts will be flexible depending on your class/commitment schedule, though our goal is to have the front desk staffed for the entire duration of time that we are open (typically Monday through Friday, 8 a.m. to 4:30 p.m.).

RESPONSIBILITIES:

- We need someone to be present and welcome visitors to our space. Some days will be busier than others, and you will be responsible for referencing staff calendars and directing visitors to the appropriate individual/s. Sometimes someone from the Dean of Students team will be the best resource in a situation, and other times one of our campus partners may be a better resource. These could be scheduled appointments or unexpected, walk-in guests. You will need to think critically to ascertain how best to connect each individual.

WORK STUDY TYPE (Please Check One)

Federal

State

Federal or State

- It's important that people who reach out to our office feel heard. You will need to actively listen when answering phone calls and take detailed messages, then make sure they get to the right individual/s.
- Our team regularly receives important documents and notices via postal mail; you will be responsible for retrieving the mail and distributing it to appropriate team members in our office.
- You may be asked to use our fax/copier/scanner to transmit critical and, at times, confidential documents for our team.
- Occasionally the team may need help with special projects - we'd love your input!

ON-CAMPUS EVENTS:

- Sometimes we may need your help with office-sponsored campus activities. This could include assistance with research, set-up and tear-down, and other logistical details of programming efforts.

*Please contact us with questions and/or interest regarding this opportunity:
deanofstudents@bloomu.edu.

REQUIREMENTS

- We prefer that you're federal work study eligible, though we can employ any work study student approved by financial aid.
- You should have a willingness to learn and a desire to help.

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- We can train you on the technical stuff, though experience with Microsoft Teams and Outlook is a plus!
- This role requires you to be sensitive and respectful of the confidential matters addressed within our office.
- Please be where you say you're going to be when you say you're going to be there. It's important for you to communicate well with the team, as we all rely on each other to best serve our community.

DEPARTMENT Student Standards

CONTACT Julia Leighow

PHONE 389-4734

AID TYPE Federal or State

E-MAIL deanofstudents@bloomu.edu

POSITION Technical Crew (NO REMOTE WORK)

POSTED 3/9/2022

DUTIES

This is technical work in setting up and assisting operation of video, lighting, and audio systems during University-hosted events in the Kehr Union Building such as meetings, conferences, banquets/dinners, concerts, and theatrical performances.

REQUIREMENTS

Use modern research/information techniques and tools to solve problems.
Ability to learn to independently; devise, initiate, and implement technical and semi-technical procedures and operations.

Physical ability to move and assist in moving moderately heavy items.

(Preferred) Ability to lift forty (40) pounds.

Ability to work in groups or independently.

Ability to express ideas clearly and concisely, both orally and in writing.

Ability to maintain effective working relationships with other employees, students, residents or event participants.

(Preferred) Knowledge of the operation and maintenance of audio and video cables, computers, software and peripherals, audio equipment, video equipment, and lighting equipment used in dramatic productions.

(Preferred) Knowledge of computer (PC and MAC) operating systems, PC and MAC office productivity and presentation software, and compatible computer peripherals and hardware.

Training available. \$9.50/hr to start

DEPARTMENT Student Activities

CONTACT Ken Dunlap

PHONE 389-2812

AID TYPE Federal or State

E-MAIL kdunlap@bloomu.edu
