POSITION Student Ambassador

POSTED 6/22/2021

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/outreach efforts in a variety of ways. This paid, work-study position is 5 – 10 hours per week, including weekend, evening, and off campus events. Student Ambassador hours will vary weekly. Duties to be performed by the Student Ambassadors include:

1. contact prospective students via telephone and email
2. escort prospective students and families on tours
3. attend Open House, Husky Decision Days, and other BU recruiting/outreach events
4. visit local and/or regional schools for recruitment events
5. assist with digital advertising of COST events
6. send letters and/or emails to admitted students
7. follow up with students once they arrive on campus
8. assist with execution of face-to-face/hybrid/online events
9. 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. good academic standing
3. minimum GPA of 2.5
4. professionalism and good work ethic
5. effective written and oral communication skills
6. experience using Zoom, Excel, PowerPoint, Word, Facebook
7. eligible for federal or state work-study (must have a current FAFSA on file)

Application Process:
To apply, please email your resume to Ms. Shannon Yarnell, syarnell@bloomu.edu. One letter of recommendation should be sent to Ms. Yarnell directly from the BU faculty member via email to syarnell@bloomu.edu.

Candidates must successfully complete an interview. Continued employment is contingent upon successful completion of Ambassador training and professional execution of duties as assigned.
<table>
<thead>
<tr>
<th>POSITION</th>
<th>Art Studio Monitor</th>
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<tbody>
<tr>
<td>POSTED</td>
<td>6/16/2021</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Monitor Art Studio Labs during open evening and weekend hours. Help Students find</td>
</tr>
<tr>
<td></td>
<td>materials or locate equipment. Light Clean up duties. Other duties handed down by</td>
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<tr>
<td></td>
<td>Studio Professors. Prefer Art Major but not required.</td>
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<tr>
<td>REQUIREMENTS</td>
<td>Have taken at least 2 studio Art Courses</td>
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<thead>
<tr>
<th>POSITION</th>
<th>Greenly Gallery Monitor</th>
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<tbody>
<tr>
<td>POSTED</td>
<td>6/16/2021</td>
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<tr>
<td>DUTIES</td>
<td>Monitor Gallery during open hours. Help with light duty clean up. Interact with</td>
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<tr>
<td></td>
<td>patrons; reminding them of rules &amp; to sign guestbook. Other duties handed down by</td>
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<tr>
<td></td>
<td>Gallery Director, Scott Roper.</td>
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<tr>
<td>REQUIREMENTS</td>
<td>none</td>
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<thead>
<tr>
<th>CONTACT</th>
<th>Shannon Yarnell</th>
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<tr>
<td>PHONE</td>
<td>E-MAIL <a href="mailto:syarnell@bloomu.edu">syarnell@bloomu.edu</a></td>
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<tr>
<td>AID TYPE</td>
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<td>DEPARTMENT</td>
<td>College of Science &amp; Technology</td>
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<th>CONTACT</th>
<th>Jodi Fetterolf</th>
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<tr>
<td>PHONE</td>
<td>389-4646</td>
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<tr>
<td>AID TYPE</td>
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<tr>
<td>DEPARTMENT</td>
<td>Department of Art</td>
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<tr>
<td>E-MAIL</td>
<td><a href="mailto:jfettero@bloomu.edu">jfettero@bloomu.edu</a></td>
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<td><a href="mailto:jfettero@bloomu.edu">jfettero@bloomu.edu</a></td>
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</table>
POSITION  BU Toy Library Undergraduate Student Worker

POSTED  5/19/2021

DUTIES
* Check in/Check out resources using an Excel spreadsheet
* Inventory, clean, and sanitize the BU Toy Library resources and equipment
* Maintain the organization of toy library
* Answer emails
* Enroll new BU Toy Library members
* Maintain accurate records of library membership
* Create public relations materials
* Off tours of the resource center
* Consult with BU Toy Library members

REQUIREMENTS
* Academic or professional experience in psychology, education, exceptionalities, speech and language pathology, or a related field
* Commitment to doing work that is of the highest quality, socially responsible, and meaningful
* Child abuse and criminal record background checks
* Information literacy skills
* Proficiency with technology (Word, Excel, Publisher, PowerPoint, and social media such as Facebook)
* Strong organizational and time management skills
* Ability to receive and respond appropriately to constructive feedback
* Excellent written (grammar and spelling) and oral communication skills
* Intercultural knowledge and competence

DEPARTMENT  College of Education

CONTACT  Mary Katherine Duncan  PHONE

AID TYPE  Federal  E-MAIL  mduncan@bloomu.edu
POSITION  Office Asst (summer-COE Dean's office-not remote)

POSTED  5/19/2021

DUTIES
*Will work with the Associate Dean with survey questions in contacting former students in the College of Education and employers
*Answering the phone and relaying messages
*Processing incoming and outgoing mail
*Typing on a computer with word processing and spreadsheet software
*Proofreading and working with office reports
*Running errands on campus
*Maintaining a standard of confidentiality regarding any information obtained from observations, correspondence, personnel records or any other sources

REQUIREMENTS
*Dependability and punctuality in attendance by arriving on time for all scheduled shifts
*Maintain a 2.0 grade point average
*Demonstrate a positive attitude and patience while working
*Demonstrate cooperation with other staff members
*Courteous telephone personality and ability to take complete and accurate messages
*Accurate typing and proofreading skills; good spelling and grammar
*Ability to follow instructions
*Experience with Microsoft Word and Excel software preferred
*Maintain a neat appearance at all times

*Stop by the COE Dean's Office to complete an office application for this position

DEPARTMENT  College of Education

CONTACT  Pamela Badolato  PHONE  389-4722

AID TYPE  Federal  E-MAIL
POSITION  On Campus Student Employment

POSTED  5/17/2021

DUTIES
Greeting office visitors, Answering phones, Filing, Log and distribute office mail, Data entry and records management, Running errands around campus (as needed)

REQUIREMENTS
The Bloomsburg University Zeigler College of Business Dean's Office supports five academic departments. The Dean's Office Student Employee is the first person of contact for all visitors to the office, including students, parents, staff, faculty and outside visitors and vendors. The on-campus job encompasses a variety of responsibilities that include greeting office visitors, answering phones, filing, data entry record keeping, and performing all other tasks assigned by the Dean's Office.

DEPARTMENT  Zeigler College of Business

CONTACT  Tanya Zanoline  PHONE

AID TYPE  Federal or State  E-MAIL  tzanoline@bloomu.edu
POSITION  Office Assistant- Office of Institutional Effectiveness, Fall 2021
POSTED  5/17/2021
DUTIES
Answering phones, data entry, word processing, tabulate information, create charts.
REQUIREMENTS
Job would entail approximately 15-20 hours per week if possible.

Applicants will provide support in data entry, data manipulation, and formatting of MS Word, Excel, and PowerPoint documents. Applicant must know how use File Explorer, create folders in OneDrive, and track document versions.

Must also be dependable and punctual with assigned projects deadlines. There is some flexibility in work schedule.

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 mdallegro@bloomu.edu

DEPARTMENT  Planning and Outcomes Assessment
CONTACT  Mary Lou D’Allegro  PHONE  389-4027
AID TYPE  Federal or State  E-MAIL  mdallegro@bloomu.edu
BLOOMSBURG UNIVERSITY OF PENNSYLVANIA
ON-CAMPUS WORK-STUDY POSITIONS

POSITION  Facilities Management Office Assistant-Summer 2021
POSTED  4/29/2021

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 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 or State  E-MAIL  rwetzel@bloomu.edu
POSITION  Facilities Management Office Asst- Fall 2021 & Spring 2022
POSTED  4/29/2021

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

DEPARTMENT  Facilities Management

CONTACT  Renelle Wetzel  PHONE  4277
AID TYPE  Federal or State  E-MAIL  rwetzel@bloomu.edu
DUTIES
Greet visitors to the Human Resources/Payroll office, respond to phone calls, assist staff, students and off campus visitors with questions, prepare mass-mailings, filing, word processing, photocopying, deliveries throughout campus and other office functions as needed.

The position requires a high-level of accuracy in assignments.

Student employees must exhibit professional manner on the phone and in-person when dealing with campus personnel, students, and visitors. It is imperative that student employees understand the need for confidentiality, dependability and punctuality in attendance and in work projects. Must be trustworthy due to confidential nature of materials produced in Human Resources/Payroll. Work study students are required to wear business casual dress.

During the academic year, students may work up to 15 hours per week.

Office hours are from 8:00 a.m. to 4:30 p.m. during the academic year.

REQUIREMENTS
Word processing skills and knowledge of office equipment are required. Qualified applicants must be knowledgeable with Microsoft Word, Excel, & Access, be a self-motivated student, and demonstrate excellent communication skills.

MUST BE ELIGIBLE FOR WORK STUDY AND MUST HAVE ALL REQUIRED PAPERWORK COMPLETED through the Financial Aid Office.

Students must maintain a minimum GPA of 2.0 to be considered for this position. Freshman and sophomore students encouraged to apply.

Please email Matthew Quinn, student supervisor, at mquinn@bloomu.edu to request an interview.

DEPARTMENT  Human Resources & Labor Relations

CONTACT  Matthew Quinn  PHONE  389-2745
AID TYPE  Federal or State  E-MAIL  mquinn@bloomu.edu
POSITION  Student Secretary-SUMMER
POSTED  4/27/2021

DUTIES
• Student will run errands for department as needed.
• Student will act as receptionist for department by directing visitors to the department, answering the phone and taking messages. Student will also direct visitors to other individuals and offices within the building and across campus.
• Student will pick up, sort and distribute mail to faculty mailboxes.
• Student will photocopy, fax and scan for department and be able to do basic maintenance on photocopier (i.e., clearing jams, refilling paper, replacing toner cartridges, etc.).
• Student will do word processing as necessary for department.
• Other duties as assigned.

REQUIREMENTS
• Student should be approved for work-study.
• Office experience is preferred but not necessary.
• Good interpersonal skills.
• Student must be punctual and dependable.
• Student should dress professionally since they are representing the Exceptionality Programs Department.
• Student must be proficient in Microsoft Word, knowledge of Excel preferred but not required.
• Preferred but not necessary for student to be proficient in math skills.

DEPARTMENT  Exceptionality Programs
CONTACT  Alma George
PHONE  4074
E-MAIL  ageorge@bloomu.edu
### Library Assistant-Summer

**POSITION**  Library Assistant-Summer  
**POSTED**  4/27/2021  
**DUTIES**  Customer Service, organizing library materials, shelf maintenance  
**REQUIREMENTS**  Reliability, and people skills  
**DEPARTMENT**  Library - Circulation  
**CONTACT**  Lori Osborne  
**E-MAIL**  losborne@bloomu.edu  
**AID TYPE**  Federal or State  
**PHONE**  4220

### Office Assistant-Fall 2021

**POSITION**  Office Assistant-Fall 2021  
**POSTED**  4/22/2021  
**DUTIES**  serve as the first point of contact in the office: answer phones, greet customers, help students and parents, sort mail, send emails to students, shredding, imaging documents, run errands on campus, other office tasks as assigned  
**REQUIREMENTS**  excellent customer service skills, pleasant personality, ability to multi-task, must be able to work 20 hours per week, prefer student be local to Bloomsburg area and in their freshmen year with ability to work during the summer and winter breaks  
**DEPARTMENT**  Registrar  
**CONTACT**  Anne Broyan  
**E-MAIL**  abroyan@bloomu.edu  
**AID TYPE**  Federal or State  
**PHONE**  
BLOOMSBURG UNIVERSITY OF PENNSYLVANIA
ON-CAMPUS WORK-STUDY POSITIONS

POSITION  IMDC Worker Instructional Technologist
POSTED  4/19/2021

DUTIES
Assist faculty and other students with BOLT, Zoom, and other online learning tools supported by the Instructional Media and Design Center.

Answer calls and emails for BOLT support and enter help desk tickets.

Help develop online learning tutorials and documentation for students and faculty.

REQUIREMENTS
Computer skills including, but not limited to: Microsoft Office, Windows or Mac OS and Internet use.

Must be prompt, conscientious, reliable and trustworthy. Must be able to communicate effectively via email, phone, and in-person. Willing to learn new software.

 Preferably sophomore or freshmen students.
 Open to students in all majors and programs.
 We are seeking students to start in Summer or Fall 2021, and ideally work multiple semesters.

DEPARTMENT  Instructional Media & Design Center
CONTACT  Jonathan Hedrick
PHONE  389-3877
E-MAIL  jhedrick@bloomu.edu

AID TYPE  Federal or State
BLOOMSBURG UNIVERSITY OF PENNSYLVANIA
ON-CAMPUS WORK-STUDY POSITIONS

POSITION  Peer Career Coaches
POSTED  4/15/2021

DUTIES
The department of Alumni & Professional engagement is recruiting for Peer Career Coaching positions to work out of the Greenly Center, 3rd floor, 50 East Main Street. The primary duties of these positions include:
• Basic job search document reviews such as Resume, Cover Letter, LinkedIn
• Basic Experiential/Career Confidence resources (i.e. Toolkits, Websites, Handshake, Career Closet, campus resources, etc.)
• Referrals to Professional Staff
• Student career coaching outreach and follow-ups
• In-person and Online workshop facilitation
• Office administration assistance (event assistance, greeting guests, data entry, etc.)
• Event and resource promotion to students in-person and on social media

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, Canva, Social Media such as Instagram a plus.
• Ability to think logically and analytically.
• Ability to use BOLT to learn office training information.
• Some evening or weekend hours required.
• Must be available to work special events including career expos, Homecoming, Alumni Weekend, and other events as determined by supervisor.

APPLICATION:
Please bring or email cover letter and resume to Lisa Olander @ lolander@bloomu.edu, 3F Greenly Center, 50 E Main Street no later than September 3, 2021.

DEPARTMENT  Alumni & Professional Engagement

CONTACT  Lisa Olander  PHONE
AID TYPE  Federal or State  E-MAIL  lolander@bloomu.edu
POSITION  Moving Crew Laborer Helper

POSTED  4/14/2021

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

POSITION ACT 101 Peer Mentor

POSTED 4/2/2021

DUTIES

Peer Mentor Responsibilities:
- Commit to being available for the Peer Mentoring Program that runs the Academic Year (Fall and Spring Semester).
- Participate and commit to a mandatory week-long Summer Training Program before the start of the Fall semester.
- Continue mentorship for the first-year participants of the programs offered by the Office of Access and Success academically and socially (list of your mentees will be given to you at the beginning of the Fall Semester).
- Support positive personal growth for first-year students by guiding good decision making.
- Attend assigned Study Hall times and assist students with effective study techniques and be available to offer help when needed.
- Report signs of student’s risk of failing through poor study habits, attendance, sleep habits or mental health concerns.
- Assist in taking attendance at Study Halls and log into spreadsheet.
- Support supplemental instruction groups led by The Office of Access and Success.
- Attend ALL required programs such as speakers, community engagement, book club, trips, and planned programs through the Office of Access and Success.
- Encourage student attendance for all programs offered by the Office of Access and Success.
- Collect attendance at required events for the Office of Access and Success.
- Monitor their attendance in all required programming.
- Attend and Facilitate weekly RAP Sessions with assigned group of students with support from Academic Advisors/Assistant Director/Director.
- Assist in taking attendance at Rap Sessions and log attendance into spreadsheet.
- Attend Monthly meeting with Assistant Director for updates, discussion and continuous professional development.
- Commit to a Welcome Orientation session usually a Saturday in the Spring semester.
- Maintain positive relationships with incoming freshman through assigned approved interactions as outlined by the Director. Meetings may be weekly, monthly or as needed. Both formal and informal.
- Informal Touch Point once a month with assigned group of mentees (phone call/email to check in on academic progress, books, financial aid, and classes).
- Uphold the integrity of the Office of Access and Success and the Peer Mentor position while on duty and off duty.
- Work a minimum of 10 hours a week during the academic year. Peer Mentors can work up to 20 hours a week if needed. Timely submission of eTime is needed for proper processing of payroll.
- Front Desk, Computer Lab and Clerical Work will be assigned by the Assistance Director once training is completed.
Work in the Essentials Pantry will be assigned once training is completed
Timely submission of paperwork when required
Further assignments or meetings maybe assigned pending on mentee needs
Participation in S.E.E. Yourself Heathier and Happier, Me Time, Hip Hop Academic,
and Chat N Chews will be assigned as needed
Assignment of Podcast, Social Medi and Community Engagement will be done at
the beginning of the Academic Year
Peer Mentor Program will be overseen by the Assistant Director

If interested complete Job Description and Online Application can be found at

Application deadline: April 16, 2021

*Upon hire there will be a Mandatory Training on May 1, 2021.

REQUIREMENTS
Peer Mentor Qualifications:
Sophomore, Junior, and Seniors are encouraged to apply
Must have a minimum of a 2.5 GPA
Must possess the core values of a Peer Mentor: Respect, Commitment,
Community, and Mentorship
Good verbal and written communication preferred
Preference given to students in ACT 101, Emerging Scholars Program and
Board of Governors, but all BU students are encouraged to apply.
Preference given to student who have earned level one CLE certification

CONTACT  Academic Enrichment
        Act 101 office  PHONE  389-4492
AID TYPE  Federal or State  E-MAIL
BLOOMSBURG UNIVERSITY OF PENNSYLVANIA
ON-CAMPUS WORK-STUDY POSITIONS

POSITION  Office Assistant  (Fall 2021)
POSTED  3/31/2021

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 knowledgeable with Microsoft Word, Excel, PowerPoint & 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. Inclusion of resume and cover letter with application encouraged.

DEPARTMENT  Office of the President
CONTACT  Christa Lamoreaux  PHONE  4526
AID TYPE  Federal or State  E-MAIL  clamoreaux@bloomu.edu
BLOOMSBURG UNIVERSITY OF PENNSYLVANIA
ON-CAMPUS WORK-STUDY POSITIONS

POSITION Office Assistant (Summer 2021)
POSTED 3/31/2021

DUTIES
Answering phones, preparing mass-mailings, word-processing, photocopying, and other miscellaneous 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 knowledgeable with Microsoft Word, Excel, PowerPoint & 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. Inclusion of resume and cover letter with application encouraged.

DEPARTMENT Office of the President
CONTACT Christa Lamoreaux PHONE 389-4526
AID TYPE Federal or State E-MAIL clamoreaux@bloomu.edu
POSITION  Berwick YMCA-Child Care Center
POSTED  3/15/2021
DUTIES
Provide a nurturing environment for children in our care
REQUIREMENTS
Must be 18 years of age, current clearances, and 2 letters of reference
DEPARTMENT  Off-Campus Work-Study
CONTACT  Hattie Ramsey  PHONE 752-5981
AID TYPE  Federal  E-MAIL  hramsey@bericky.org

POSITION  Berwick YMCA-Summer Camp Counselor
POSTED  3/15/2021
DUTIES
Assists in the implementation of Youth Enrichment Program activities with school-age youth; Directly supervises youth enrolled in the program; Follows YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention and emergencies; Adheres to all YMCA standards for safety and cleanliness; Cultivates positive relationships with youth and models relationship building skills in all interactions; Attends and participates in family activities, program activities, staff meetings, and staff training; Performs other duties as assigned.
REQUIREMENTS
Availability June 1 - August 20, 2021; Age 18+; Reliable daily transportation to Berwick Area YMCA site; Complete State, Federal and Child Abuse Clearances; Submit or complete CPR, First Aid, AED certifications and Child Abuse prevention training within 30 days of hire date; Previous experience working with children in a developmental setting preferred; Ability to lead age-appropriate/developmentally appropriate program activities; Ability to develop positive, authentic relationships with youth enrolled and all program stakeholders
DEPARTMENT  Off-Campus Work-Study
CONTACT  Alysssa Meyers-Sanonu  PHONE 752-5981
AID TYPE  Federal  E-MAIL  innovation@bericky.org
**POSITION**  Administrative Office Assistant  

**POSTED**  3/10/2021  

**DUTIES**  
RBI (Rural Business Innovation) currently has an opening for Administrative Assistant. Our office is open Monday to Friday with flexible hours for this position. The job description is as follows: The Administrative Office Assistant will work with the RBI Director to ensure the office runs smoothly and the client database is maintained with accuracy. The duties will include: filing, data entry, answering the office phone, scheduling meetings, assistance with special events, reporting and other general administrative duties. The ideal applicant will be well organized, have good written communication skills and be self-motivated.

**REQUIREMENTS**  
This position is off-campus and an eligible student must be eligible for a FEDERAL Work-study award. Please send resume to Lucinda Craig at lucinda@ruralbusinessinnovation.org after checking with Jamie in the Financial Aid Office for eligibility at jgolden@bloomu.edu.

**DEPARTMENT**  Off-Campus Work-Study  

**CONTACT**  Lucinda Craig  

**AID TYPE**  Federal  

**PHONE**  

**E-MAIL**  lucinda@ruralbusinessinnovation.org
**POSITION**  Office Assistant (3 positions)-local student preferred but not necessary.

**POSTED**  3/5/2021

**DUTIES**
Act as receptionist for the department by directing visitors to the proper area or individual. Answer the phone and assist caller, transfer call or take message. Run on-campus errands for the departments as needed. Pick up, sort, and distribute mail to faculty/staff mailboxes. Photocopy, fax, and scan for the department. Will also be responsible for making sure all copiers have paper, file student papers as needed, keep track of office supplies, notify secretary when they need to be ordered, as well as other duties as assigned. Should have good interpersonal skills and be dependable. Please send letter and resume to either GayAnne (listed below) or Deby at dkrum2@bloomu.edu for consideration.

**REQUIREMENTS**
Would prefer a Freshman or Sophomore student.

**DEPARTMENT**  Nursing

**CONTACT**  GayAnne Spezialetti  **PHONE**  389-4423

**AID TYPE**  Federal or State  **E-MAIL**  gspezial@bloomu.edu
POSITION  Community Service Officer (2 positions available - Fall 2021 - Spring 2022)

POSTED  3/3/2021

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
POSITION  Student Escort (1 position available - Fall 2021 - Spring 2022)

POSTED  3/3/2021

DUTIES
Be able to walk for prolonged periods of time during walking escorts from various points on campus grounds, able to communicate with the University Police dispatcher, patrol officers, students, visitors to campus in a clear and concise manner, basic fundamentals - portable radio communications, provide an extra set of eyes and ears to situation(s) that may arise during a student escort and proper phone communications.

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

DEPARTMENT  University Police

CONTACT  Sgt. H. Comstock  PHONE  389-2211

AID TYPE  Federal or State  E-MAIL  hcomstock@bloomu.edu

POSITION  Technical Assistant

POSTED  2/17/2021

DUTIES
Assist with daily operations of Performing Arts Facilities as well as set-up, running, and strike of events.

REQUIREMENTS
Ability to lift 50 lbs, climb, work nights and weekends, be an effective communicator, with interest in learning about the Performing Arts

DEPARTMENT  Performing Arts

CONTACT  Abigail Manns  PHONE  4653

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

POSITION  Facilities Management Office Assistant- Spring 2021

POSTED  2/10/2021

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 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 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
POSITION  Student Secretary-Fall 2021

POSTED  2/4/2021

DUTIES

1) Greet visitors, answer telephone.
2) Provide assistance to Department Secretary with word processing, filing, photocopying, mail distribution, run errands, plus other small tasks as they may occur.
3) Assist individual faculty members with work-related special projects, internet research and word processing.

REQUIREMENTS

Proficient in word processing, various software programs (Word, Excel), internet search, have a pleasant telephone manner and an ability to communicate professionally. Must be punctual and dependable. A personal interview and resume will be required.

DEPARTMENT  Economics

CONTACT  Jodi Budihas-Roginsky  PHONE  5157

AID TYPE  Federal or State  E-MAIL  jbudihas@bloomu.edu
The Childrens Museum is looking for Bloomsburg University students who are available in the spring and fall semesters. The duties of this position include, but are not limited to:

- Promotes an interactive educational experience for museum visitors
- Greets visitors at the front desk and exhibit halls
- Helps maintain the safety and appearance of exhibit spaces
- Helps set up and facilitate crafts, experiments, and activities during special events
- Provides support with office work and mailings
- Occasionally operates cash register
- Works with staff on marketing museum programs

To be considered for the job, you must first confirm you are approved for a federal work-study position. To do this, contact Jamie Golden at the Office of Financial Aid (jgolden@bloomu.edu).

The museum is a short 15-minute walk from campus. There is parking available if you have a car. We are open Monday-Saturday 10-4. There are also occasional evening events you could work. The typical hours for this position are anywhere from 9:00 am to 4:30 pm. Availability to work over breaks is a plus. We are willing to work around your class schedule!

To apply, please send your resume and availability to Shelby K. at shelby@the-childrens-museum.org.

No phone calls or drop-ins, please.

**CONTACT**  
Shelby K  

**PHONE**  

**AID TYPE**  Federal  

**E-MAIL** shelby@the-childrens-museum.org
<table>
<thead>
<tr>
<th>POSITION</th>
<th>Student Assistant Game Operations Manager</th>
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<td>POSTED</td>
<td>12/18/2020</td>
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**DUTIES**
Include, but are not limited to: games management, operations, marketing and promotions, inventory assessment, night and weekend hours will be regularly necessitated.

**REQUIREMENTS**
*Strong organizational and computer skills
*Excellent communication skills
*Ability to work independently in a fast paced environment and meet established work deadlines
*Interest in intercollegiate athletics

**DEPARTMENT** Athletics-Operating

**CONTACT** Eric McCabe  
**PHONE** 898-6205

**AID TYPE** Federal or State  
**E-MAIL** emccabe@bloomu.edu
This position is OFF-CAMPUS
Under the guidance of the Wellness Director, a Health Coach is responsible for all
duties related to the operation of the Wellness Centers of the Berwick Area YMCA as
described in this document, as well as other duties that may be assigned by the
Wellness Director.

Duties and Responsibilities
A. Responsibilities
1. Attend all initial and ongoing trainings
2. Accept ongoing duties/responsibilities as assigned by the Wellness Director. This
   includes following through to ensure they are done in a timely and professional
   manner
3. Create a safe, friendly and clean environment for YMCA members and guests
4. Provide wellness orientations, fitness assessments
5. Actively engage members and guests
6. Enforce wellness center age, safety, and etiquette policies
7. Maintain cleanliness and organization of wellness centers
8. Complete one-time tasks as assigned by the Wellness Director
9. Cover shifts for other wellness employees as needed, this may include filling in as
   needed when there is no one else available to work a given shift

B. Duties – Business Aspects
1. Be responsible for filing required documents daily or as needed
2. Arrive no less than 10 minutes before your shift starts
3. Do not use any form of electronic devices in the presence of members or guests
4. When requesting time off find substitute staff to cover all your duties
5. Do not idly sit at the wellness desk, the desk is a tool to help you perform your
   duties
6. Ensure required certifications remain current and up to date
7. Ensure your contact information is always current
8. Do not discuss private YMCA business in the presence of members or guests

C. Duties – Member Relations
1. Be responsible for welcoming, greeting, and thanking members, guests, and
   participants who use the YMCA
2. If a member has a problem, stop what you are doing fully engage that member and
   do everything you can to help them solve their problem. Their problem is your
   problem.
3. If you can’t solve a member’s problem direct them to someone who can i.e. a
   director
4. Learn and use members’ names as often as possible
5. Ensure excellent customer service is provided at all times
6. Be knowledgeable of programs and activities occurring at the YMCA

D. Duties – General To All YMCA Staff
1. Follow all policies and procedures
2. Be involved in non-departmental YMCA activities that further the mission of the YMCA
3. Help to further the YMCA’s cause by relaying to members the YMCA’s cause and mission
4. Other duties may be assigned to the front line staff as needed

REQUIREMENTS
Qualifications & Job Skills
Must be at least 18 years old. This person should have a strong personal commitment to overall wellness; have a positive attitude and ability to work independently. Must have excellent communication skills including the ability to effectively interview members regarding their wellness needs. Must be able to articulate and communicate effectively while instructing participants in proper execution of weight bearing and cardiovascular exercise. Must have current knowledge of strength training guidelines and ability to modify exercises for special populations when needed. It is beneficial but not required to have the following qualifications, as listed in “job skills” below, in order to successfully perform the Health Coach position.

1. Knowledge and understanding of exercise testing, exercise program design, and program implementation
2. Knowledge, skill, and ability regarding exercise techniques and proper use of all exercise equipment
3. Knowledge, skill, and ability to work with volunteers and staff in a professional and cooperative manner
4. Knowledge, skill, and ability to interact with members from infant to adult in a pleasant and friendly manner

Certifications, Licenses, and Registrations
1. Have, or be in the process of obtaining, CPR/AED and 1st Aid
2. Have or be in the process of obtaining, any other certifications, licenses or registrations that have been mutually agreed upon by the YMCA and the incumbent
3. Incumbent must have a valid Driver’s License or photo ID, reliable transportation, and have a working phone number and email address where they can be reached

Physical and/or Mental Demands
The physical and mental demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.
1. Incumbent must be able to stand or sit for extended lengths of time, as demanded by the job
2. Incumbent must be able to lift/move 50 lbs. as demanded by position
3. Physical activities for this position include but are not limited to; climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, running, pushing, pulling, lifting, grasping, and repetitive motions
4. Must have the ability and patience to instruct members while using effective communication and human relations skills to handle situations with people of all socioeconomic levels. Must have the ability to conduct, demonstrate and safely lead members at their personal level of ability, including proper exercise technique and serving as a spotter.

Work Environment
The work environment characteristics described below are representative of those that an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with challenges to perform the essential functions.
1. Chemicals used in YMCA facility
2. Slippery pavement/concrete in parking area
3. Slippery floor inside building (mopped or rain water)
4. Contact with numerous people on a daily basis – health issues
5. Stress created by a job with multiple duties and responsibilities

Make an Impact
Everything we do impacts how our members and guests see us. As a Wellness Staff member it is important that you exhibit these basic guidelines at all times.
1. Staff will be empowered, authorized, and expected to serve members.
   I will use my best judgment and all the tools available to me to serve our members.
   Supervisors are here to support you.
2. Staff will be role-models of YMCA Character Values.
   I will exemplify the core values of caring, honesty, respect, and responsibility in all of my daily interactions, to staff and members alike.
3. Staff will treat all people with dignity according to the Golden Rule.
   I will treat others as I would like to be treated.
   I will not judge other members.
4. Staff will be responsive to members above all else.
   I will stop what I am doing to fully engage each member.
5. Staff will be unified in a common purpose and committed to teamwork.
   I will always give members more service and attention than they expect.
   We are all on the same team going the same direction.
6. Staff will be knowledgeable in all that the Y has to offer. I will never end a question with "I don’t know". It's always my job; it's always in my area.

7. Staff will commit to ownership of their work environment. I will show pride in my "Y" by not walking past anything that is wrong and follow through to see each member’s concern to its conclusion. You see it – you own it.

8. Staff will come to work with their best attitude. I will give our members and fellow staff my best each time I come to work.

9. Staff will be committed to soliciting valuable member feedback. I will treat every incident of member feedback as an opportunity for the YMCA to improve, thanking members for giving us the opportunity.

10. Staff will be easily identifiable and professional. I will wear my name badge and staff shirt and look professional while I am at work.

THIS JOB DESCRIPTION MAY NOT BE ALL INCLUSIVE AND EMPLOYEES ARE EXPECTED TO PERFORM ALL OTHER DUTIES AS ASSIGNED AND DIRECTED BY MANAGEMENT. JOB DESCRIPTIONS AND DUTIES MAY BE MODIFIED WHEN DEEMED APPROPRIATE BY MANAGEMENT.

DEPARTMENT  Off-Campus Work-Study

CONTACT  Chris Reigel

AID TYPE  Federal

PHONE  

E-MAIL  wellness@bericky.org
POSITION  Student Worker-Fraternity and Sorority Life Marketing

POSTED  8/18/2020

DUTIES
Managing OFSL social media accounts, designing marketing materials for office, creating content for FSL website.

REQUIREMENTS
Proficient in utilizing Facebook, Twitter, and Instagram and understanding platform analytics is a plus. Strong knowledge of and experience with Photoshop, Illustrator and/or InDesign. Strong writing skills for the development of website content.

DEPARTMENT  Office of the V P for Student Affairs

CONTACT  Nicole Cronenwett

AID TYPE  Federal or State

PHONE

E-MAIL  ncronenwet@bloomu.edu