POSITION  Office Assistant (Immediately)

POSTED  9/19/2017

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): May be responsible for entering data into and pulling reports from various programs such as Excel and Symplicity.

REQUIREMENTS
Maintain professional dress, demeanor, and appearance. Possess strong written, phone, communication, and organizational skills. Ability to performs 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 think logically and analytically. Ability to use BOLT to learn office training information. Some evening or weekend hours may 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: Download application at http://tinyurl.com/APEStudentEmployment or pick up application at CPDCE office, 201 Warren SSC. Please bring the completed application with cover letter and resume to Lisa Olander at the CPDCE office, 201 Warren SSC no later than October 2, 2017.

DEPARTMENT  Ctr. for Professional Development & Career Experie

CONTACT  Lisa Olander  PHONE  4070

AID TYPE  Federal or State  E-MAIL  lolander@bloomu.edu
POSITION  Office Assistants- (immediately)

POSTED  9/19/2017

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.

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APPLICATION INSTRUCTIONS: (Looking for students to work semesters and breaks) Request and application through email or pick up an application at the Fenstemaker Alumni House. Please bring the completed application in person with a cover letter and resume to Kim Heidlauf at the Fenstemaker Alumni House, no later than October 2, 2017.

DEPARTMENT  Alumni Affairs

CONTACT  Kim Heidlauf  PHONE  389-4213

AID TYPE  Federal or State  E-MAIL  kheidlauf@bloomu.edu
POSITION  Equipment Manager

POSTED  9/8/2017

DUTIES
Working with all athletic teams during fall and spring semesters. Duties: laundry, loading lockers.

REQUIREMENTS
Flexible Hours. Some mornings 8 A.M.- 10 P.M. & evenings Monday through Friday 6:30-10:30, will try to work around your schedule. Should be available to work some weekend hours.

DEPARTMENT  Athletics-Laundry Work Study

CONTACT  Saige Spece  PHONE  4558

AID TYPE  Federal or State  E-MAIL  sspece@bloomu.edu
POSITION  Technical Crew

POSTED  8/29/2017

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.

DEPARTMENT  Student Activities

CONTACT  Ken Dunlap  PHONE  389-2812

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

Applications are available online at http://bit.ly/BUPhoneApp and should be emailed to 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.

CONTACT
Samantha Boucek
PHONE 389-5364
E-MAIL sboucek@bloomufdn.org

AID TYPE Not Specified
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
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  nchiado@bloomu.edu

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
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

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

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
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/enalties/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

AID TYPE Federal or State

PHONE 4371

E-MAIL jupdike@bloomu.edu