POSITION  Office Assistant

POSTED  3/29/2018

DUTIES
Greeting and sharing information about majors with prospective students, entering data, bulk email sending, word processing, photocopying, filingsorting, making deliveries on campus, distributing mail, and other miscellaneous duties as assigned.

REQUIREMENTS
Must be eligible for work study and have all required paperwork completed through the Financial Aid Office. Knowledge of various software programs including Microsoft Excel, Word, and Office. Must possess skills to communicate in a pleasant and professional manner. Punctuality and dependability are required. Must be conscientious, reliable and trustworthy in dealing with confidential material. Must maintain a neat appearance. Organizational skills are a plus. Work hours are flexible with school schedule. This position is for the Summer 2018 semester. Personal interview may be required.

DEPARTMENT  Innovation, Technology, Supply Chain

CONTACT  Jacqueline Dobrovodsky  PHONE  389-5321

AID TYPE  State  E-MAIL  dobrovods@bloomu.edu

POSITION  Student Assistant Games Manager

POSTED  3/23/2018

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
POSITION Athletic Event Announcer

POSTED 3/23/2018

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/eneligies/etc, and advertisements according to a game script provided to the announcer.

REQUIREMENTS
Ability to speak clearly and confidently over the microphone in front of various size crowds. Ability to quickly process game action and relay pertinent information to crowd without delay. General knowledge of various sports, including proficient knowledge of basketball. Must be dependable, detail-oriented, and outgoing. Must commit to working weekends and evenings. Preference given to applicants who can work during University break periods.

DEPARTMENT Athletics-Operating

CONTACT James Updike

PHONE 4371

E-MAIL jupdike@bloomu.edu

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

POSITION  Health Center Student Secretary - Fall 2018
POSTED  3/23/2018

DUTIES
Front desk coverage includes: greeting/directing clients, answering the phone, scheduling appointments and payment collection. Position also includes: re-stocking supplies, running errands and manning tables at Wellness events.

REQUIREMENTS
- Must be approved for Work Study.
- Freshman or Sophomore preferred
- Hours are Monday through Friday 8 AM - 6 PM. Must be available to work some evening shifts
- Previous office experience is preferred.
- Phone experience is required.
- Ability to work during breaks is a plus.
- Please fill out an application at the Student Health Center - 324 Kehr Union.

DEPARTMENT  Wellness Center
CONTACT  Carol Corey  PHONE 4451
AID TYPE  Federal or State  E-MAIL

POSITION  Student Writer - Office of Marketing and Communications
POSTED  3/19/2018

DUTIES
Looking for one student to work as a writer in the Office of Marketing and Communications. The student writer will assist the media relations director with press releases and feature stories for all areas of the university.

REQUIREMENTS
Strong writing skills and attention to detail a must. A desire to work in the public relations field is a plus. When applying please provide two or three writing samples. To arrange an interview, please contact Director of Media Relations Tom McGuire at extension 5134 or via email at tmcguire@bloomu.edu

DEPARTMENT  Communications
CONTACT  Tom McGuire  PHONE 5134
AID TYPE  Federal or State  E-MAIL  tmcguire@bloomu.edu
BLOOMSBURG UNIVERSITY OF PENNSYLVANIA
ON-CAMPUS WORK-STUDY POSITIONS

POSITION  Scheduling Assistant
POSTED    3/13/2018

DUTIES
Assist Scheduling Coordinator, general office duties, data entry, create room
diagrams, photocopying, filing, answering phones. Pay rate $7.55/hr.

REQUIREMENTS
Available to work during summer and winter breaks. Required to have good
communication skills, general computer skills, must be detail oriented,
dependable and able to work 15-20 hrs a week. PLEASE STOP BY THE
STUDENT ACTIVITIES OFFICE, 350 KEHR UNION BUILDING, TO
APPLY FOR THIS POSITION.

DEPARTMENT  Student Activities
CONTACT     Kristi Getty
PHONE  389-4715

AID TYPE  Federal or State
E-MAIL
The College of Science and Technology is hiring enthusiastic students to serve as Student Ambassadors. A student ambassador will assist with college-wide recruitment efforts in a variety of ways. This paid, work-study position is 5 – 10 hours per week, including weekend and off campus events. Student Ambassador hours of operation will be Monday through Friday from 9:00 am until 4:30 pm.

Duties to be performed by the Student Ambassadors include:
1. contact perspective students via telephone and email
2. escort perspective students and families on tours
3. attend Open House, Husky Decision Days, and other BU recruiting events
4. visit local and/or regional schools for recruitment events
5. utilize social media as a recruitment tool
6. send letters and/or emails to admitted students
7. follow up with students once they arrive on campus
8. other duties as assigned

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

Application Process:
Please send a cover letter, resume, and letter of recommendation from a BU faculty member to aciucci@bloomu.edu. All applications must be received by March 29, 2018.
BLOOMSBURG UNIVERSITY OF PENNSYLVANIA
ON-CAMPUS WORK-STUDY POSITIONS

POSITION  Sports Information Work Study Position (3 positions)
POSTED  3/9/2018

DUTIES
The Bloomsburg University office of Sports Information and Athletic Marketing is looking for outgoing and enthusiastic students to serve as the official mascot (Roongo) performer of the university. Duties include performing at various sporting events (on and off campus), various university and community events and be available for photo opportunities as needed (dependent upon class schedule).

REQUIREMENTS
The student(s) must be between 5’7” and 5’11” inches tall, be in good physical condition and must pass a mascot performer test. The students chosen must understand the seriousness and responsibility of the mascot role and the privilege of representing the University and the community. If interested in learning more about this important role, please contact Donna Gillaspy at dgillasp@bloomu.edu or by phone at 570-389-4411.

DEPARTMENT  Communications
CONTACT  Donna Gillaspy  PHONE  389-4411
AID TYPE  Federal or State  E-MAIL  dgillasp@bloomu.edu
BLOOMSBURG UNIVERSITY OF PENNSYLVANIA
ON-CAMPUS WORK-STUDY POSITIONS

**POSITION**  Card Center Student Technician

**POSTED**  3/7/2018

**DUTIES**
Card Center Student Technicians are involved in the production of official Bloomsburg University issued ID cards and the management of the associated systems that are integrated with the University ID card. Various office tasks such as answering phones, emails and filing paperwork are also involved.

**REQUIREMENTS**
**Currently looking for local students who will be able to start working in the Card Center this summer (2018) which would then continue into the Fall and Spring semesters.**

Technicians should be able to communicate effectively with students, parents, and professional staff members and should have a common sense of computer technology and be able to follow instructions. Applicants should also be willing to work mornings and Fridays. Ability to work during semester breaks, winters and summers is a plus.

Applications available in the Card Center.

**DEPARTMENT**  BU Card Center

**CONTACT**  Jason Jeremiah

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

**AID TYPE**  Federal or State

**PHONE**
POSITION  Office Assistant

POSTED  3/5/2018

DUTIES
Answering telephones, message taking, scheduling appointments and greeting office visitors. Deliveries to various campus buildings. Copying, collating, stapling, filing. Handle daily mail duties. Typing various memos, forms, tables, etc.

REQUIREMENTS
Knowledge of various software such as Word, Excel, etc. helpful. Must handle telephones calls and office visitors in a pleasant and professional manner. Must be prompt, conscientious, reliable and trustworthy in dealing with confidential material. Must maintain a neat appearance. Work hours are flexible with school schedule. This position is for the Fall 2018 semester. Personal interview will be required.

DEPARTMENT  Management & International Business

CONTACT  Mike Golubiewski  PHONE  389-5325

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

POSITION  Office Assistant

POSTED  2/27/2018

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
Must be eligible for work study and must have all required paperwork completed through Financial Aid Office. Student should be proficient in Microsoft Office and possess professional oral and written communication skills. Punctuality and dependability are required. Work hours available: Monday through Friday 8am-4:30 pm. Must be able to work all days. Prefer local student who is able to work year round.

DEPARTMENT  Instructional Technology

CONTACT  Tina Barnes  PHONE

AID TYPE  Federal or State  E-MAIL  tbarnes@bloomu.edu
POSITION  Clerk  Summer 2018
POSTED  2/26/2018

DUTIES
Filing, answering phones, working with SAP, other duties that may be assigned.

REQUIREMENTS
Good communication and Microsoft Office skills. Prefer local student who is able to work year round.

DEPARTMENT  Purchasing

CONTACT  Jamie Cotner  PHONE  389-4311
AID TYPE  State  E-MAIL  jcotner@bloomu.edu
**POSITION**  Office Assistant  

**POSTED**  2/21/2018  

**DUTIES**
- Answering telephones and relaying messages
- Greeting visitors and answering questions as office receptionist
- Processing incoming and outgoing mail
- Photocopying
- Shredding
- Running errands on campus
- Filing
- Maintaining a standard of confidentiality regarding any information obtained from observations, correspondence, office records or any other sources.

**REQUIREMENTS**
- Dependability and punctuality in attendance by arriving on time for scheduled shifts
- Maintain a 2.0 grade point average
- Remain in good standing with the University
- 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
- Ability to file accurately
- Experience with Microsoft Word and Excel software helpful
- Maintain a neat appearance at all times

Employment to begin during the summer 2018 with continuance for the Fall/Spring semesters. Position rolls from year to year until graduation. Preference for freshmen and sophomores.

10 to 20 hours per week. Coverage needed: Monday through Friday between 8:00am – 4:30pm. Helpful if you are available to work during university breaks when our office is open. Additional hours are available during university breaks.

Please contact Mary Prout via email at mprou3@bloomu.edu with your interest.

No phone calls please!

**DEPARTMENT**  Residence Life

**CONTACT**  Mary Prout  

**PHONE**  

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BLOOMSBURG UNIVERSITY OF PENNSYLVANIA
ON-CAMPUS WORK-STUDY POSITIONS

POSITION  Summer Evening Receptionist/Dorm Monitor with TRiO Upward Bound

POSTED  2/20/2018

DUTIES
TRiO Upward Bound's summer students (approximately 40 high schoolers) reside in a university residence hall during the program's six week residential Summer Academy. The Evening Receptionist/Dorm Monitor will oversee the student sign in and sign out process, greet and screen all visitors, answer the main phone line, conduct occasional rounds, contact staff in the event of an emergency, and provide supervision of common areas after "lights out" time.

HOURS: Most Sundays from 6:30 to 11 p.m., most Mondays through Thursdays from 5:45 to 11 p.m., and most Fridays from 4:30 to 7 p.m. (from June 24 to August 4) - Hours may be different during the training week (June 18-22).

SALARY:  $8.25 per hour

For more information and/or to apply online, please visit https://goo.gl/forms/rQd7xosy0kItKZ6J3 or email trioupwardbound@bloomu.edu for a link to the online application.

Applications will be accepted until the position is filled. (The online application will be closed once someone has been selected.)

REQUIREMENTS
Applicants must have completed at least 60 credits by the end of the spring 2018 semester (a GPA of 3.0 or higher is preferred), intend to take at least six credits at BU in fall 2018, be in good academic (GPA>2.5) and disciplinary standing, be eligible to receive federal and/or state work/study funds, be able to successfully complete a criminal background check and obtain required clearances, and have submitted an updated FAFSA for the 2018-19 academic year.

DEPARTMENT  Upward Bound

CONTACT  Theresa Baylor  PHONE  4280

E-MAIL  trioupwardbound@bloomu.edu;
BLOOMSBURG UNIVERSITY OF PENNSYLVANIA
ON-CAMPUS WORK-STUDY POSITIONS

POSITION  Adventure Camp Staff - Summer 2018
POSTED  1/25/2018

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 4th-8th 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 11th, and the last week will end on August 10th.

Important Dates:
• January – February New Staff Hiring Begins. So, apply now!
• April 3 – 4-7pm – Rock Wall Training
• April 11th 4-7pm – High Ropes Training Level I
• April 18th 4-7pm High Ropes Training Level II
• April 21st – Spring Fest Mandatory
• June 4th-8th Mandatory Training Week

http://quest.bloomu.edu/?page_id=6259  Summer Camp 2018 Application  (link at the bottom of the webpage.)

In order for your application to be processed, you MUST submit all of the following:
- Application
- Resume
- Cover Letter

DEPARTMENT  Quest

CONTACT  Susan Weaver  Quest building

AID TYPE  Federal or State

PHONE

E-MAIL

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#Name?
POSITION  Summer Tutor/Mentors with TRIO Upward Bound Program

POSTED  12/5/2017

DUTIES
TRIO Upward Bound's Tutor/Mentors reside in a university residence hall with approximately 40 college bound high school students (grades 10-12) during the program's 7 week residential Summer Academy (June 17 - August 4). They serve as positive role models, teach elective classes, provide tutoring, supervise small group activities, facilitate discussion groups, chaperone field trips, enforce program and university rules, and contribute to each student's successful experience. TMs work under the supervision of the program's Housing Supervisor. IMPORTANT: Applicants are unable to enroll in classes, cannot hold other work/study positions on campus, and must reside on campus each weeknight (room and board is provided) during the 7 weeks of the Summer Academy. Comprehensive training will be provided. In addition to room/board and invaluable experience, TMs receive a pre-tax stipend of $2,310, paid in biweekly installments. This is an excellent opportunity for education and human services majors or others seeking to work with youth in the future.

For more information and/or to apply online, please visit https://goo.gl/forms/pbUPY6wf59LKILuS2 or email trioupwardbound@bloomu.edu for a link to the online application.

APPLICATION DEADLINE: Friday, February 16, 2018

REQUIREMENTS
Applicants must have completed at least 60 credits by the end of the spring 2017 semester (a GPA of 3.0 or higher is preferred), intend to take at least six credits at BU in fall 2018, be in good academic (GPA>2.5) and disciplinary standing, be eligible to receive federal and/or state work/study funds, be able to successfully complete a criminal background check and obtain required clearances, and have submitted an updated FAFSA for the 2018-19 academic year.

DEPARTMENT  Upward Bound

CONTACT  Theresa Baylor  PHONE  389-4280
AID TYPE  Federal or State  E-MAIL  trioupwardbound@bloomu.edu
BLOOMSBURG UNIVERSITY OF PENNSYLVANIA
ON-CAMPUS WORK-STUDY POSITIONS

POSITION  Moving Crew Labor Helper Spring 2018
POSTED  11/14/2017

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 but not required. Work hours available: Tuesdays and Thursdays, 8 am to 4 pm. Position may include fulltime over break, if available.

DEPARTMENT  Facility Services

CONTACT  Mike Smathers  PHONE  389-4941
AID TYPE  Federal or State  E-MAIL  msmather2@bloomu.edu
POSITION Office Assistant (Immediately)

POSTED 10/25/2017

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 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 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 th CPDCE office, 201Warren SSC no

DEPARTMENT Ctr. for Professional Development & Career Experie

CONTACT Lisa Olander PHONE 4070

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

POSITION  Mens Basketball Student Manager
POSTED  10/17/2017

DUTIES
Assist in daily operations in Men's Basketball offices and on practice floor. Position is from October 15, through the last game of the season.

REQUIREMENTS
Must be able to attend at least 3 practices a week.
Microsoft Word and Excel experience is mandatory
Some travel with team may be required throughout the season

DEPARTMENT  Athletics-Men's Basketball
CONTACT  Mike Hamlin  PHONE  389-4358
AID TYPE  Federal or State  E-MAIL  mhamlin@bloomu.edu
POSITION    Temporary Survey Caller (starting late October to mid-November)

POSTED    9/27/2017

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
• Evening work hours are required.
• 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.
• Some weekend hours may be required.

Pay rate: $7.25

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 Karen Davis: kdavis@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    Ctr. for Professional Development & Career Experie

CONTACT    Karen Davis

AID TYPE    Federal or State

PHONE    389-2998

E-MAIL    kdavis@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
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 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
E-MAIL  sboucek@bloomufdn.org
PHONE  389-5364

AID TYPE  Not Specified

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
E-MAIL

AID TYPE  Federal or State