

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

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**POSITION** Facilities Management Office Asst- Fall 2022 & Spring 2023

**POSTED** 4/4/2022

## **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](mailto:rwetzel@bloomu.edu)

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

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**POSITION** Office Asst-Human Resources/Labor Relations-Beginning Summer 2022

**POSTED** 4/4/2022

## **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. Students will be trained in fingerprinting of employees and applicants.

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 summer, student may work up to 20hrs per week.

Office hours are from 8:00 a.m. to 4:00 p.m.

## **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 Sara Barchik, student supervisor, at [sbarchik@bloomu.edu](mailto:sbarchik@bloomu.edu) to request an interview.

**DEPARTMENT** Human Resources & Labor Relations

**CONTACT** Sara Barchik

**PHONE** 389-4040

**AID TYPE** Federal or State

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

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

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**POSITION** Office Asst-HR/Labor Relations-Academic year 2022-23

**POSTED** 4/4/2022

## **DUTIES**

Greeting visitors to the Human Resources/Payroll office, responding to phone calls, assisting staff, students and off campus visitors with questions, preparing mass-mailings, filing, word processing, photocopying, deliveries throughout campus and other office functions as needed. Students will be trained in fingerprinting of employees and applicants. The position requires a high-level of accuracy in assignments.

Student employees must exhibit professional manner 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 4:00 p.m.

## **REQUIREMENTS**

Word processing skills and knowledge of office equipment are required. Applicants should be knowledgeable of Microsoft Word, & Excel, 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 Sara Barchik, student supervisor, at [sbarchik@bloomu.edu](mailto:sbarchik@bloomu.edu) to request an interview.

**DEPARTMENT** Human Resources & Labor Relations

**CONTACT** Sara Barchik

**PHONE** 389-4040

**AID TYPE** Federal or State

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

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

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**POSITION** Financial Aid Office Asst. for Student Employment (work-study)

**POSTED** 4/4/2022

## **DUTIES**

The work-study office assistant supports the operation of the Financial Aid Office by answering phones and assisting incoming visitors to the department. This requires extensive knowledge of the gamut of financial aid programs. Training will be provided. Duties specific to the administration of the Student Employment Program include:

- Creating and maintaining spreadsheets in Excel.
- Relaying information regarding student eligibility to department supervisors, including determining reasons for non-eligibility.
- Completing Board of Assistance request forms for students applying for public assistance.
- Assisting the work-study coordinator with organizing, filing, and processing work-study employment applications.
- Various other duties including assisting with job fairs and student employment of the year activities, running errands on campus, typing correspondence, scanning documents, and other general office duties.

## **REQUIREMENTS**

Because of the extremely busy nature of the financial aid office, the successful candidate should be positive, outgoing, and capable of handling stressful situations. Candidate should possess excellent customer service and communication skills (written and oral). Knowledge of Word, Excel and general computer skills a must. Must be punctual, dependable and be a team player. Freshman or sophomore status preferred. Should be local to the university and available to work year-round, 20 hours per week, including summers and breaks, full-time, 37.5 hours per week. Office hours are 8am to 4:30pm. Monday thru Friday. Submit resumes via email to [jgolden@bloomu.edu](mailto:jgolden@bloomu.edu).

**DEPARTMENT** Financial Aid

**CONTACT** Jamie Golden

**PHONE**

**AID TYPE** Federal or State

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

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

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**POSITION** Financial Aid- Office Assistant

**POSTED** 4/4/2022

**DUTIES**

The office assistant supports the operation of the Financial Aid Office by answering phones and assisting incoming visitors to the department. This requires extensive knowledge of the gamut of financial aid programs. Training will be provided. Other duties include reviewing and scanning documents, monitoring office email, filing, and other office duties as needed.

**REQUIREMENTS**

The successful candidate should be positive, outgoing, and capable of handling stressful situations. Because of the sensitive nature of information available, confidentiality is extremely important and must be maintained. Knowledge of Word, Excel and general computer skills a must. Must be punctual, dependable and be a team player. Freshman or sophomore status preferred. Should be local to the university and available to work year-round, 20 hours per week, including summers and breaks, full-time, 37.5 hours per week. Office hours are 8am to 4:30pm. Monday thru Friday. Send resumes to [akern@bloomu.edu](mailto:akern@bloomu.edu)

**DEPARTMENT** Financial Aid

**CONTACT** Amanda Kern

**PHONE**

**AID TYPE** Federal or State

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

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

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**POSITION** Office Assistant (Summer 2022)

**POSTED** 3/28/2022

**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

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

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**POSITION** Office Assistant (Fall 2022)

**POSTED** 3/28/2022

**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

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

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**POSITION** Summer Research/Production Asst.

**POSTED** 3/15/2022

## **DUTIES**

Seeking a student with complementary research and production skills to assist with the design and creation of a documentary film about local and political culture in the Pennsylvania Coal Region. Prospective hire should have past experience with (or a strong interest in quickly learning) various methods of archival historical research, should be comfortable using Adobe and Apple video editing software, and should be able to provide evidence of critical thinking skills and/or creative abilities (i.e. academic and/or artistic projects). The position also requires access to reliable transportation, an interest in working in various indoor/outdoor environments and conditions, and a demonstrated ability to work well with others.

## **REQUIREMENTS**

This is a grant appointed position. Eligible student must have a completed 2022-23 FAFSA on file and be enrolled in at least 6 credits for the summer OR fall semester. The position pays \$12/hr for up to 200 hours over the summer. Specific dates and schedules can be coordinated at the time of hire, but you should expect to work 10-15 hours a week most weeks throughout the summer (mid May-mid August).

Interested students should send a brief email expressing their interest, explaining their qualifications, and sharing any materials (links, resume, etc.) to Dr. David Heineman in the Department of Communication Studies at [dheinema@bloomu.edu](mailto:dheinema@bloomu.edu).

**DEPARTMENT** Comm. Research

**CONTACT** David Heineman

**PHONE**

**AID TYPE** State

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

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

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**POSITION** Student Office Assistant

**POSTED** 3/11/2022

**DUTIES**

Process mailings, filing, entering budget data into Excel documents, running errands, photo copying, scanning, and other duties as assigned.

**REQUIREMENTS**

Student must have: good interpersonal skills, must be punctual, dependable and dress conservatively, must be proficient in Excel and Word. This position requires high level of accuracy in assignments. Job available May 16, 2022. Prefer freshman or sophomore who can work summers.

**DEPARTMENT** Budget Office

**CONTACT** Audra Halye

**PHONE** 389-4700

**AID TYPE** Federal or State

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

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

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**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

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

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**POSITION** Student Activities Day Crew; Office Assistant, Team Leader, Set Up Crew

**POSTED** 3/4/2022

**DUTIES**

Office Assistant ~ answering phones, running errands, faxing, copying, daily office tasks. Set Up Crew ~ setting up rooms for building events. Team Leader ~ serve as a lead/manager student for to set-up crew, oversee and lead setups, oversee daytime building operations.

**REQUIREMENTS**

Reliable, Hardworking, Flexible, Knowledge of Microsoft Office, Other Computer Skills, Able to Lift 10-25 pounds. Work scheduled will be created around class schedule. Team Lead pay more than minimum wage (\$9).

**DEPARTMENT** Student Activities

**CONTACT** Michelle Slussler

**PHONE** 389-4065

**AID TYPE** Federal or State

**E-MAIL**

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**POSITION** Student Receptionist-Fall 22 thru Spring 23

**POSTED** 2/8/2022

**DUTIES**

Office assistant, answering telephone, photocopying, running errands, delivering mail, typing, filing, and other assigned duties

**REQUIREMENTS**

Good interpersonal skills, detail oriented, punctual, able to work independently, experience with word/ excel documents.

**DEPARTMENT** Anthropology

**CONTACT** Jodie Budihhas-Roginsky

**PHONE** 389-5157

**AID TYPE** Federal or State

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

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

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**POSITION** Student Secretary-Fall 2022 thru Spring 2023

**POSTED** 2/8/2022

**DUTIES**

Greet visitors, answer telephone, provide assistance to department secretary, assistance to department faculty, distributes mail, runs errands, and helps with departmental lecture series.

**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.

**DEPARTMENT** Economics

**CONTACT** Jodi Budihhas-Roginsky

**PHONE** 389-5157

**AID TYPE** Federal or State

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

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**POSITION** Office Assistant-SPRING 2022 position

**POSTED** 1/25/2022

**DUTIES**

Data entry, record management, and filing. Deliveries to various campus buildings. Processing and routing daily mail.

**REQUIREMENTS**

Knowledge of various software such as Word, Excel, and Outlook. Must greet office visitors in a pleasant and professional manner. Must be prompt, conscientious, reliable and trustworthy in dealing with confidential material. Must dress professionally and maintain a neat appearance. Work hours are flexible with school schedule. This position is for the Spring 2022 semester. But, summer hours can also be worked if student is available. Personal interview will be required. Applicants should submit a resume via email.

**DEPARTMENT** Provost-Academic Affairs

**CONTACT** Traci fetterman

**PHONE** 389-3865

**AID TYPE** Federal or State

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

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

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**POSITION** Student Ambassador

**POSTED** 1/24/2022

## **DUTIES**

1. Contact prospective and admitted via telephone, email, letters
2. Escort prospective students and families on tours
3. Attend Open House, Husky Decision Days, and other outreach events
4. Visit local and/or regional schools for recruitment events
5. Assist with digital advertising of COST events
6. Assist with execution of face-to-face/hybrid/online events
7. Other duties as assigned

## **REQUIREMENTS**

1. Declared COST major - Junior or Senior status
2. Good academic standing
3. Minimum GPA of 2.54.
4. Effective written and oral communication skills
5. Experience using Zoom, Excel, PowerPoint, Word, Facebook
6. Eligible for federal or state work-study(must have current FAFSA on file)
7. Email resume to - [syarnell@bloomu.edu](mailto:syarnell@bloomu.edu)
8. One letter of recommendation should be sent to Shannon Yarnell directly from a BU faculty member via email - [syarnell@bloomu.edu](mailto:syarnell@bloomu.edu)

**DEPARTMENT** College of Science & Technology

**CONTACT** Shannon Yarnell

**PHONE** 389-5301

**AID TYPE** Federal or State

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

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

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**POSITION** Summer Tutor/Mentors with TRIO Upward Bound Program

**POSTED** 1/4/2022

## **DUTIES**

TRIO Upward Bound's 5-7 Tutor/Mentors reside in a university residence hall with 30-50 college bound high school students in grades 10-12 during the program's 7 week residential Summer Academy. TMs serve as positive role models, design and teach elective classes, offer academic help and guidance, plan and lead group activities, chaperone field trips, enforce program and university rules, and ensure a successful experience for each individual student. 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 and orientation (one week long) is provided. In addition to free room and board and invaluable professional experience, TMs receive a pre-tax stipend of \$2,590, 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://forms.gle/6EK4Wt3diPp6wRxj6> or email [trioupwardbound@bloomu.edu](mailto:trioupwardbound@bloomu.edu).

APPLICATION DEADLINE: Friday, January 28, 2022

## **REQUIREMENTS**

Applicants must be available from June 13 - July 31, earn at least 30 credits by the end of spring 2022, be in good academic and disciplinary standing (a cumulative GPA of 3.0 or above is preferred), be eligible for federal and/or state work/study funds, participate in an in-person or Zoom interview during the week of February 6-12 (if selected), and be able to successfully complete all required background checks and clearances.

**DEPARTMENT** Upward Bound

**CONTACT** Theresa Baylor

**PHONE** 389-4280

**AID TYPE** Federal or State

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

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

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**POSITION** Athletic Operations Asst

**POSTED** 12/20/2021

**DUTIES**

- Game Day step up/tear down
- Game Day management
- Game/Event Ticketing
- Game Responsibilities such as:
  - oOperating scoreboard
  - oTracking Substitutions/Statistics
  - oBall Retrieval
- Facility upkeep
- Clerical Responsibilities
  - oResponding to emails
  - oOrganizing and filing incoming mail
  - oDelivering packages
  - oOffice work as assigned by supervisor

**REQUIREMENTS**

- Has background in sports and athletics
- Willing to work weekdays/weekends, and all games.
- Fast pace high energy position
- Needs to be flexible in different working environments and have the ability to handle stressful situations
- Background knowledge of word, excel, and computer skills
- Good communication skills (written & oral)
- Clearances needed (information will be presented after reaching out to Elijah)
- Maximum of 20 hours per week
- Must meet requirements to be eligible for work study.

**DEPARTMENT** Athletics-Operating

**CONTACT** Elijah Morgan

**PHONE** 389-4371

**AID TYPE** Federal or State

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

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

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**POSITION** BU Toy Library Undergraduate Student Worker

**POSTED** 12/14/2021

## **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

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

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**POSITION** Bloomsburg Public Library Assistant-Off campus position

**POSTED** 12/14/2021

## **DUTIES**

Are you looking for an engaging role working with a diverse community of people in a meaningful way?

Join us at the Library! It's a perfect real world job for students in many fields. You will be surprised!

The Bloomsburg Public Library is looking for BU students who have the desire and ability to serve the public with enthusiasm, friendliness, tact, and respect. This position provides a great variety of

professional experiences. Being an active reader is a plus, but not a requirement.

**GENERAL STATEMENT OF DUTIES:** A Library Assistant works directly with library patrons and helps with

"behind-the-scenes" duties to keep library services running smoothly. We train new employees in

library-specific tasks and library policies.

**WORK ENVIRONMENT:** The Bloomsburg Public Library is committed to excellent customer service and

providing every visitor with attentive, friendly, and equitable service. Our work culture is professional

but also casual. Everyone contributes to an efficient and pleasant workplace. Library staff members

must be comfortable working with a variety of library users. We expect a neat personal appearance and

reliable work habits. It is not possible to do homework while working in the library. We expect staff to

avoid checking email and social media while working.

**HOURS:** Hours will be adjusted to fit the student's academic schedule. The number of hours per week

depends on the student's financial aid package as well as the needs of the library.

## **EXAMPLES OF DUTIES**

This employee provides a full range of circulation desk services, such as, but not limited to:

- Greeting library users with enthusiasm and ready to anticipate their needs
- Checking materials in and out
- Registering new patrons and updating patron records
- Finding shelved items for patrons
- Shelving library materials accurately and making sure all shelves look tidy.
- Assisting patrons with library equipment (including computers, printers, and the copier)
- Assisting patrons with personal laptops, tablets, and smartphones to use the library's apps
- Promote library services and programs to patrons

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

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- Performs other related work as required.

### **REQUIREMENTS**

- Desire and ability to serve the public with enthusiasm, friendliness, tact, and respect.
- Ability to learn library practices quickly.
- Ability to effectively work with coworkers and the public in a courteous and respectful manner
- Very good computer skills are required; some skill in typing and the ability to do data entry in a web-based system.
- Proficient in searching the Internet and able to learn to use sites like Amazon, PayPal, the library's website, and websites related to the library's digital services (hoopla, Flipster, Overdrive/Libby, and Tumblebooks, Learning Express, etc.)
- Ability to develop proficiency in the Library's web-based circulation system
- Ability to assist public in using computers, printers, Wifi, and personal devices; good understanding of phone and tablet apps, especially social media
- Very good ability to understand and follow verbal instructions.
- Very good ability to pay attention to detail.
- Ability to think through options and make reasonable decisions within the framework of library policies and procedures, as well as understanding when to request help from experienced staff.
- Very good ability to establish and maintain effective working relationships with superiors, coworkers and the general public.

### **PHYSICAL DEMANDS**

Moderate physical effort is required to perform duties under typical work conditions. The employee is frequently required to stand, walk, stoop, kneel, crouch, or crawl and climb stairs, sit, speak, hear, and use hands to operate office equipment, and reach with hands and arms. Vision requirements include the ability to read routine documents and use a computer. The employee is sometimes required to lift and/or move up to 25 pounds and push/pull book carts. Must be able to travel to library to begin shift on time.

### **SPECIAL REQUIREMENTS:**

Proof of completed COVID-19 vaccination at least 14 days prior to start date is required. Must be able to wear a face mask while on duty. Must have PA Criminal History and State Child Abuse Clearances.

### **TO APPLY:**

Interested Bloomsburg University students should send a resume of work

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

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and volunteer experience plus a cover letter that describes the applicant's interest in working at the library to the Library Director. Tell us about yourself! Email is preferred.

**DEPARTMENT** Off-Campus Work-Study

**CONTACT** Lydia Kegler

**PHONE**

**AID TYPE** Federal

**E-MAIL** apply.bloompl@yahoo.com

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**POSITION** Off-Campus position-Children's Museum

**POSTED** 12/14/2021

### **DUTIES**

THIS POSITION IS OFF-CAMPUS

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

### **REQUIREMENTS**

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](mailto:shelby@the-childrens-museum.org).

No phone calls or drop-ins, please.

**DEPARTMENT** Off-Campus Work-Study

**CONTACT** Shelby K

**PHONE**

**AID TYPE** Federal

**E-MAIL** [shelby@the-childrens-museum.org](mailto:shelby@the-childrens-museum.org)

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

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**POSITION** Facilities Management Office Assistant-Summer 2022

**POSTED** 11/30/2021

**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
- 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 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](mailto:rwetzel@bloomu.edu)

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**POSITION** Safety Office Assistant- Summer 2022

**POSTED** 11/30/2021

**DUTIES**

Filing, typing, data entry, record keeping, update chemical inventories, update chemical indexes, scanning documents and other miscellaneous duties as assigned.

**REQUIREMENTS**

Student must be familiar with Microsoft Word and Excel and be able to maintain accurate records. MUST be eligible for Federal Work Study Funding. Hours of work are Monday thru Friday 8am-4:30pm.

**DEPARTMENT** Safety Department

**CONTACT** Renelle Wetzel

**PHONE** 389-4722

**AID TYPE** Federal

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

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

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**POSITION** Accounts Payable Clerk

**POSTED** 10/15/2021

**DUTIES**

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

**REQUIREMENTS**

Must be 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](mailto:lolshefs@bloomu.edu)

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**POSITION** Scheduling Assistant

**POSTED** 10/15/2021

**DUTIES**

Assist KUB Events Services Coordinator, general office duties, data entry, create room diagrams, photocopying, filing, answering phones, and assist with occasional room setups.

**REQUIREMENTS**

Available to work during summer and semester breaks preferred. 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 KUB, to apply for this position.

**DEPARTMENT** Student Activities

**CONTACT** Kristi Getty

**PHONE** 389-4715

**AID TYPE** Federal or State

**E-MAIL**

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

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**POSITION** The Womens's Center-Office Assistant (Off-campus)

**POSTED** 10/8/2021

## **DUTIES**

It is the function of the Office Assistant to provide general office and secretarial support to the Administrative Secretary, Director of Finances and other staff as required. This is a part-time volunteer/work-study position.

Job Duties:

- 1.Perform receptionist duties including, but not limited to, answering the phone, taking messages, and receiving visitors.
- 2.Prepare and distribute general office correspondence.
- 3.Prepare materials for distribution.
- 4.Disseminate materials out in the community.
- 5.Maintain files and filing system.
- 6.Perform light housework, light lifting may be required.
- 7.Organize inventory closet.
- 8.Solicit donations.
- 9.Complete other related duties assigned by the supervisor.

## **REQUIREMENTS**

- 1.Must be proficient in Microsoft Office and Outlook.
- 2.Ability to use office equipment including, but not limited to, copy machine, fax machine, typewriter, computer, and adding machine.
- 3.Ability to communicate effectively to include both written and verbal skills.
- 4.Possess excellent telephone skills to include a pleasant and professional demeanor.
- 5.Ability to play close attention to detail.
- 6.Must possess a high degree of integrity and honesty.
- 7.Must be able to maintain confidentiality.

Additionally, this position requires the ability to remain calm and professional in a crisis and to relate to participants, staff, other volunteers, and Board Members with understanding and confidentiality. A commitment to working with victims of domestic violence and sexual assault, a dedication to the feminist model of empowerment counseling, as well as, an understanding of the issues involved in battering relationships and sexual assault must be demonstrated. This position requires the ability to work with diverse groups of people. It is understood that with this position there will be an effort and commitment to contribute to a positive work environment. A nonjudgmental attitude and organizational skills required.

**DEPARTMENT** Off-Campus Work-Study

**CONTACT** Christy Roberson

**PHONE** 784-6632

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

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**AID TYPE** Federal

**E-MAIL** EDTWC@outlook.com

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**POSITION** Office Assistant (3 positions)-local student preferred but not necessary.

**POSTED** 10/6/2021

**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

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**POSITION** Greenly Gallery Monitor

**POSTED** 6/16/2021

**DUTIES**

Monitor Gallery during open hours. Help with light duty clean up. Interact with patrons; reminding them of rules & to sign guestbook, other duties handed down by Gallery Director, Scott Roper.

**REQUIREMENTS**

none

**DEPARTMENT** Department of Art

**CONTACT** Elizabeth Stauder

**PHONE** 389-4646

**AID TYPE** Federal or State

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

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