POSITION Office Assistant (starting spring 2017)

POSTED 9/1/2016

DUTIES
Greet visitors, answer telephones, photocopying, general office work, on campus errands, mail distribution and projects assigned by the department.

REQUIREMENTS
Word processing skills and knowledge of office equipment are required. Qualified applicants must be proficient with Microsoft Word, Excel and PowerPoint. Must be eligible for work study and have all required paperwork completed through the Financial Aid Office along with background clearances. 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 in department. Submit resume to CEH 121. Personal interview will be required.

DEPARTMENT Exercise Science and Athletics

CONTACT Carol Kliamovich

PHONE 4361

E-MAIL

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

POSITION Clerk
POSTED 8/31/2016

DUTIES
Bloomsburg University TALE Center is looking for responsible, reliable, and dedicated student worker who can work preferably morning shifts. The duties required in this job include:
• General office work
• Knowledge of Microsoft Software
• Organizational Skills
• Minor maintenance work
• Professional speaking and writing skills
• Willing to learn basic website information that may be assigned.

REQUIREMENTS
• Availability preferably MWF 9:00am-11:00am, TH 9:00am-11:00am
• Working experience
• Cover Letter and Resume
• References from professors or previous employers
• Probationary period: 2-3 months

DEPARTMENT TALE
CONTACT Dr. Hidalgo deJesus
AID TYPE State
PHONE TALE@bloomu.edu

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
PHONE 389-3976
E-MAIL stgamsoc@bloomu.edu

#Name?
POSITION Student Ambassador

POSTED 8/5/2016

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 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 11:00 am until 3:00 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

REQUIREMENTS
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:
To apply, please submit a completed application, resume, and 1 letter of recommendation from a BU faculty member to Ms. Angela Ciucci, Hartline Science Center 176. Letters of recommendation should be sent to Ms. Ciucci directly from the BU faculty member via email to aciucci@bloomu.edu. All applications must be received by Friday, September 1, 2016.

DEPARTMENT College of Science & Technology

CONTACT Angela Ciucci

PHONE

AID TYPE Federal or State

E-MAIL aciucci@bloomu.edu
**POSITION** Technical Assistant  
**POSTED** 8/3/2016  
**DUTIES**  
Facilitate events as needed 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**

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**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/penalties/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  
**AID TYPE** Federal or State  
**E-MAIL** jupdike@bloomu.edu
**POSITION**  Student Assistant Games Manager

**POSTED**  3/10/2016

**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  Student Technical Support Representative

POSTED  11/6/2015

DUTIES
Bloomsburg University Office of Technology is looking for a dedicated and customer service-centric student to provide first-level technical support to faculty, staff, and students experiencing technical problems as well as act as an integral part of Exam Scanning Services, providing customer service to faculty who wish to have tests scanned. Duties include:
• Providing telephone, email, and in-person support to faculty, staff, and students.
• Assisting with password resets, email problems, wireless network connectivity issues
• Directing students, faculty, and staff to the appropriate technical resources
• Entering and assigning requests for assistance using web-based helpdesk software
• Scanning exams for faculty and printing necessary reports

REQUIREMENTS
• Intermediate to advanced knowledge of computers including Microsoft Windows, Mac and Microsoft Office.
• Ideal candidate should have knowledge of computer components
• Individual should be self-motivated and reliable

Students seeking degrees in Computer Science, Computer Information Systems, Business Information Systems, Information Technology Management and who live locally preferred, however, everyone will be considered. Position pays: $7.25 to start with opportunities for advancement. Interested? Apply online at: http://www.bloomu.edu/technology/apply

DEPARTMENT  Technology Support Services

CONTACT  www.bloomu.edu/technology/apply

AID TYPE  Federal or State

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

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<thead>
<tr>
<th>POSITION</th>
<th>Conversation Partners</th>
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<tr>
<td>POSTED</td>
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<th>DUTIES</th>
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<tr>
<td>Native or near native speakers of Spanish, French, and Russian to serve as conversation partners for intermediate to advanced level Languages and Cultures students. 1 - 2 hrs. weekly. Conversation schedules may vary; some flexibility required.</td>
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<tr>
<th>CONTACT</th>
<th>Dr. Chris Donahue</th>
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<tr>
<th>E-MAIL</th>
<th><a href="mailto:cdonahue@bloomu.edu">cdonahue@bloomu.edu</a></th>
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