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

<table>
<thead>
<tr>
<th>POSITION</th>
<th>Clerk</th>
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<tbody>
<tr>
<td>POSTED</td>
<td>3/18/2016</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Filing, answering phones, working with SAP, other duties that may be assigned.</td>
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<tr>
<td>REQUIREMENTS</td>
<td>Good communication and Microsoft Office skills. Prefer local student who is able to work year round.</td>
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<tr>
<td>DEPARTMENT</td>
<td>Purchasing</td>
</tr>
<tr>
<td>CONTACT</td>
<td>Jeffrey Mandel</td>
</tr>
<tr>
<td>PHONE</td>
<td>389-4311</td>
</tr>
<tr>
<td>E-MAIL</td>
<td><a href="mailto:jmandel@bloomu.edu">jmandel@bloomu.edu</a></td>
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<table>
<thead>
<tr>
<th>POSITION</th>
<th>Sports Information Student Assistant</th>
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<tbody>
<tr>
<td>POSTED</td>
<td>3/17/2016</td>
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<tr>
<td>DUTIES</td>
<td>The Bloomsburg University Office of Sports Information and Athletic Marketing is looking for an outgoing and enthusiastic student assistant to help with the day to day operations of the office. Duties include writing press releases and preparing game programs for home events. Successful applicant will also help staff various home events and assist with the keeping of statistics. The position will require some office work as well as hours at night and some weekends.</td>
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<tr>
<td>REQUIREMENTS</td>
<td>Knowledge of Microsoft Word is necessary. Any desktop publishing experience or knowledge of wrestling and/or lacrosse is an added bonus.</td>
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<tr>
<td>DEPARTMENT</td>
<td>Communications</td>
</tr>
<tr>
<td>CONTACT</td>
<td>Tom McGuire</td>
</tr>
<tr>
<td>PHONE</td>
<td>389-4413</td>
</tr>
<tr>
<td>E-MAIL</td>
<td><a href="mailto:tmguire@bloomu.edu">tmguire@bloomu.edu</a></td>
</tr>
</tbody>
</table>
POSITION  Student Secretary - Fall 2016/Spring 2017 Semesters

POSTED  3/15/2016

DUTIES
Front desk coverage includes: greeting/directing clients, answering the phone, scheduling appointments, pulling & filing charts, re-stocking supplies and running errands.

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  Health Center

CONTACT  Carol Corey  PHONE  4451

AID TYPE  Federal or State  E-MAIL
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  jupdi@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  jupdi@bloomu.edu
POSITION  Moving Crew Labor Helper

POSTED  3/1/2016

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. A background check will also be required.

Available hours - SUMMER: Monday through Friday 8 am to 4 pm, up to 37.5 hours per week. Work hours are flexible with class schedule. Position could potentially continue into Fall/Spring semesters. Student living locally would be helpful, but not a requirement.

DEPARTMENT  Facility Services

CONTACT  Mike Smathers  PHONE  389-4941

AID TYPE  Federal or State  E-MAIL  msmather2@bloomu.edu
TRIO Upward Bound Summer Tutor/Mentors reside in a university residence hall with approximately 35 college bound high school students during the program's 6 1/2 week residential Summer Academy. 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 students' overall well-being. TMs work under the supervision of the program's Housing Supervisor. Applicants should note that they are unable to enroll in classes, cannot hold other weekday positions, and must reside on campus (room and board is provided) during the 6.5 weeks of the Summer Academy. Training is provided. In addition to room/board and invaluable experience, TMs receive a stipend of $2,028 (pre-taxes). This is an excellent opportunity for education majors or others seeking to work with youth in the future.

CONTACT: Email trioupwardbound@bloomu.edu or stop by the TRIO Upward Bound office in WSSC 258 for more information and an application.

APPLICATION DEADLINE: Monday, February 15, 2016

REQUIREMENTS
Applicants must have completed their sophomore year by May 2016, be approved for work/study funds, have a GPA of 2.5 or above, and be able to successfully receive clearances and complete criminal background checks.

DEPARTMENT TRIO Upward Bound

CONTACT E-MAIL trioupwardbound@bloomu.edu;
POSITION  Instructional Technologist
POSTED  11/23/2015

DUTIES
Assist faculty with BOLT and other software supported by the IMD Center. Develop online learning tutorials and documentation for students and faculty. Answer calls and emails for BOLT support and enter help desk tickets.

REQUIREMENTS
Computer skills including, but not limited to, Microsoft Office, Windows or Mac OS and Internet use. Must be prompt, conscientious, reliable and trustworthy. Communicate effectively via email, phone, and in-person. Willing to learn new software. Willing to learn new software. Preferably sophomore or freshmen students.

DEPARTMENT  Instructional Media & Design Center
CONTACT  Chaya Merrell  PHONE  5235
AID TYPE  Federal or State  E-MAIL  cmerrell@bloomu.edu
POSITION  Peer Awareness with Students

POSTED  11/18/2015

DUTIES
The Drug and Alcohol Wellness Network is responsible for assessment education, and prevention services related to illegal alcohol and drug use among Bloomsburg University students. The PAWS program offers student workers the opportunity to be trained and nationally certified through the BACCHUS Peer Education system. Students will gain experience in the areas of prevention, education and outreach by following the Peer Educator code of Ethics. Attend fall/spring BACCHUS training in September/February; Two 6-hour Saturday sessions. Pass an online test and receive a national Peer Educator certificate. Represent DAWN office at orientation/education events. Attend weekly PAWS meetings and participate in program development and brainstorming for effective alcohol and other drug use prevention. Attend PAWS educational outreach programs as assigned and work with DAWN Coordinator on large programming events. Assist with prevention program curriculum and outreach efforts on campus.

REQUIREMENTS
• Ability to work up to 10 hours per week.
• Demonstrates flexibility and organization skills to meet goals set in PAWS meetings.
• Communicates effectively one-on-one and in small group settings.
• Willingness to work on public speaking skills.
• Ability to work as a team to complete tasks and requesting support when appropriate.
• Maintains confidentiality.
• Ability to use Microsoft Office software.
• Willingness to work a flexible schedule that will include some evenings and weekends.
• Ability to collaborate with fellow PAWS and other student workers.

DEPARTMENT  PLCB Reducing Underage Drinking Gr.

CONTACT  Margarete Hahn  PHONE  389-4980

AID TYPE  State  E-MAIL
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  PHONE

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

POSITION  Supplemental Learning Leader

POSTED  10/13/2015

DUTIES
Bloomsburg University Tutorial Services is looking for a dedicated and student-centered peer leader to provide academic support to BU students. Supplemental Learning (SL) is a series of weekly review sessions for students taking historically difficult courses. SL is provided for all students who want to improve their understanding of course material and improve their grades. The goal of the SL program is to help students learn course material more efficiently. SL Leaders are trained and expected to support students as they work through assignments, study, understand concepts, and improve their learning strategies. SL Leader responsibilities:

Time Commitment: 10-12 hours per week
• Attend 3 hours of assigned class each week.
• Use 1-2 hours of weekly prep time to prepare session materials.
• Conduct 5 one-hour SL sessions during the week (Monday-Friday) including collaborative learning techniques designed to support students as they learn the course material.
• Collaborate with SL faculty member throughout the term.
• Meet with and communicate regularly with the program coordinator, including participating in biweekly one-on-one meetings throughout the semester and notifying coordinator of any class absence or cancelled SL sessions.
• Keep appropriate session records as instructed.
• Adhere to all policies and procedures of the SL Program.
• Additional duties as assigned.

REQUIREMENTS
To be considered for this position, the candidate must:
• Be self-motivated, reliable, and responsible.
• Prioritize student support as primary goal during working hours.
• Hold a 3.0 minimum cumulative GPA.
• Earned a B or higher in the targeted course, and/or earned a B or higher in any course taught by the faculty partner for the spring.
• Have a faculty member submit a recommendation form Position reports to the Coordinator of Developmental Math Lab and Supplemental Learning.

To be considered for this position, please email (mswartz@bloomu.edu)

DEPARTMENT  Tutorial Services

CONTACT  Michelle Swartz  PHONE  389-3917
AID TYPE  Federal or State  E-MAIL  mswartz@bloomu.edu
BLOOMSBURG UNIVERSITY OF PENNSYLVANIA
ON-CAMPUS WORK-STUDY POSITIONS

POSITION  Math Lab Tutor

POSTED  10/13/2015

DUTIES
Bloomsburg University Tutorial Services is looking for a dedicated and student-centered peer tutor to provide math tutoring support to Math Lab users. The purpose of the Math Lab is to support students taking Introductory Algebra and Intermediate Algebra with the intention of increasing the pass rate in these courses. The goal of the Math Lab is to assist students in their academic endeavors and to maximize their potential for success in college. Tutors are trained and expected to support students as they work through math assignments, understand math concepts, and improve their learning strategies. Tutor responsibilities include:
• Familiarize self with syllabi of courses supported by the Math Lab.
• Assist students with course related questions in the Math Lab during your shift.
• Enforce Math Lab policies.
• Attend and contribute to biweekly team meetings throughout the semester.
• Attend and participate in monthly meetings (and as needed) with the Math Lab Coordinator.
• Attend one class each week for assigned 080 or 090 section.
• Be available to schedule one-on-one, 30-60 minute weekly tutoring sessions with assigned students during math lab hours.
• Enroll in a one-credit Peer Educator course (either in spring 2016 semester or fall 2016 semester).
• Additional duties as assigned.

REQUIREMENTS
To be considered for this position, the candidate must:
• Be self-motivated, reliable, and responsible.
• Prioritize lab user support as primary goal during working hours.
• Hold a 3.0 minimum cumulative GPA.
• Have obtained a B or higher in Intermediate Algebra or OR obtained a B or higher in a college level math course.
• Be comfortable tutoring basic foundations of algebra.
• Have your Introductory or Intermediate Algebra professor OR college level math course professor submit a faculty recommendation form. Position reports to the Coordinator of Developmental Math Lab and Supplemental Learning.

To be considered for this position, please email (mswartz@bloomu.edu)

DEPARTMENT  Tutorial Services

CONTACT  Michelle Swarts       PHONE 389-3917

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

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BLOOMSBURG UNIVERSITY OF PENNSYLVANIA
ON-CAMPUS WORK-STUDY POSITIONS

POSITION  Conversation Partners

POSTED  8/25/2015

DUTIES
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.

REQUIREMENTS

DEPARTMENT  Languages & Cultures

CONTACT  Dr. Chris Donahue

PHONE  389-4714

E-MAIL  cdonahue@bloomu.edu