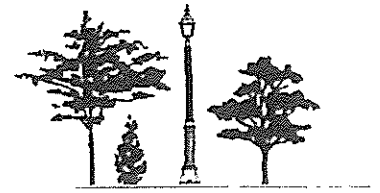


BOROUGH OF SELINGSGROVE



ONE NORTH HIGH STREET - SELINGSGROVE, PENNSYLVANIA 17870-1548 - PHONE (570)374 2311
FAX (570)374-8902

JOB OPENINGS FOR THE 2024 SUMMER TERM

Selinsgrove Borough will be accepting applications from interested college students and college-bound students who are eligible for PHEAA grants. Applicants must be residents of Snyder, Union, Northumberland, or Montour Counties. Applications are available at the Borough Office. **Applications are due by Sunday, May 20, 2024.**

Please indicate if you are interested in: FULL-TIME _____ or PART-TIME _____ work.

Please indicate which position(s) you are interested in.

____ **OFFICE ASSISTANT (B49)** – Work within the Borough's Administration Office to update and enhance the Borough Web Page, scan, and digitize documents, general typing and photocopying, prepare reports, and other duties as directed. Duties consistent with demonstrated ability. With satisfactory performance, continuation of work under the program through 2020/2021 Academic year and subsequent program years is possible.

____ **WATER DISTRIBUTION ASSISTANT (S35)** – Work with the Borough's Water Department to operate and maintain the Borough's Public Water System, including the collection and processing of daily records, the updating of the Borough's GIS database on the Water System and the maintenance of the Water Department facilities. With satisfactory performance, continuation of work under the program for subsequent summer terms is possible.

____ **WASTE WATER TECHNICIAN (S46)** – Work with the Borough's Wastewater Department to operate and maintain the Borough's Sanitary Sewerage System, including the updating of the Borough's GIS database on the Wastewater System and the maintenance of the Wastewater Department facilities. With satisfactory performance, continuation of work under program for subsequent summer terms is possible.

____ **RECYCLING ASSISTANT (S52)** – Work with the Borough's Solid Waste / Recycling Department to operate and maintain the Borough's Recycling Program, including the collection and processing of records and the maintenance of the Solid Waste / Recycling Department facilities. With satisfactory performance, continuation of work under this program for subsequent summer terms is possible.

____ **MARKETING ASSISTANT (Y01)** – Work with the Borough Office to assist in the development and conduct of marketing and promotional activities and other duties and responsibilities as directed. Duties assigned will be consistent with demonstrated ability. With satisfactory performance, continuation, or work under program through academic year and subsequent program years is possible.

Please complete this and all other requested forms below. Return them to the Selinsgrove Borough Office, 1 N. High Street, Selinsgrove, PA 17870 via mail or hand delivery. If you prefer to email them, please remember to send in it in a secure way since you will have a SS# on the form. If you have any additional questions, please do not hesitate to call the Borough Office at 570-374-2311.

Signature

Date

You need to be PHEAA eligible and provide the following completed forms with this form:

1. PA State Work-Study Program Student Application/Placement Form – 2024 Summer Term
2. Borough of Selinsgrove Employment Application

Once we have received the complete application, we will review and contact you.