**PROGRAM ASSISTANT POSITION**  
**HOUDINI’S**

The Program Assistant position is available to undergraduate students through the Department of Housing and Residential Programs. The Program Assistant is a staff member of Houdini’s, the Housing Department’s staff resource center. Houdini’s Program Assistants assist Graduate Assistants, Resident Assistants, and Peer Mentors with programming duties in the residence halls by providing resources, ideas, and materials for passive and active programs. Program Assistants are valued members of the Housing staff and provide essential support to the department.

**ROLES AND FUNCTIONS**

1. **Helper** – The Program Assistant supports programming functions within the residence halls. The Program Assistant must have a thorough understanding of the housing staff’s role as programmers and an appreciation for the role that programming plays in the personal development of residence hall students. Understanding and appreciation of diversity and the integral role it plays at MU is essential. The Program Assistant establishes strong relationships with the housing staff. A positive attitude and reliability are traits Program Assistants must possess in order to function effectively in a customer service role.

2. **Resource** – The Program assistant is knowledgeable about information pertaining to Housing and Residential Programs, campus activities, campus services, and academics. Program Assistants provide ideas and examples for hallway displays, create passive programs for Bulletin Boards in a Bag, and serve as creative catalysts for housing staff.

3. **Administrator** – The Program Assistant submits information and paperwork in a timely and accurate manner. The Program Assistant must work independent of close supervision. Program Assistants are responsible for appropriate use of materials and facilities and must be able to enforce Houdini’s rules and regulations. The Program Assistant performs administrative tasks related to the operation of the resource center and to programming responsibilities of the residence hall staff. These tasks may include but are not limited to: attendance at weekly staff meetings, surveying R.A.s, identifying and contacting borrowers with overdue materials, maintaining inventory records of supplies, answering email inquiries, keeping a duty log and other administrative responsibilities as outlined by the Coordinator of Residential Learning and/or the Program Assistant Student Supervisor.

4. **Role Model/Student** – The Program Assistant is an employee in the Department of Housing and Residential Programs who must adhere to the rules and regulations of the University and those of the Department. Program Assistants, like Graduate Assistants, Resident Assistants, and Peer Mentors, must maintain the highest standards both academically and personally.

**SPECIAL DUTIES**

1. The Program Assistant returns to campus one to one and a half weeks before the fall opening of the residence halls to participate in Program Assistant training, and four days before the spring opening of the halls. The Program Assistant is expected to work all shifts for which he/she is responsible. This includes operations on opening days following breaks. It may also include Friday and Saturday work shifts approximately once a month.

2. The Program Assistant participates fully in fall/spring training programs, and helps to staff Houdini’s to assist the Graduate Assistants, Resident Assistants, and Peer Mentors in preparing for opening days.

3. The Program Assistant generally works one evening per week. The Program Assistant may also be expected to work approximately one weekend per month on a rotating basis.
4. The Program Assistant attends weekly staff meetings held Tuesdays from 4-5 PM and meets individually with the Coordinator of Residential Learning once each semester to be evaluated. Each Program Assistant is assigned responsibility for one or more residence hall staffs and attends residence hall staff meetings in the assigned hall(s).

5. In addition to other duties, the Program Assistant oversees one major function in the operation of Houdini’s (for example, surveys and contests, Bulletin Boards in a Bag, supplies inventory and care of equipment)

SUPERVISION

The Program Assistant is responsible for duties assigned by the Coordinator of Residential Learning and/or the Program Assistant Student Supervisor.
Failure to fulfill required job expectations in a satisfactory manner or failure to adhere to college policy or rules governing the residence halls will be grounds for termination. Additionally, the Program Assistant is held to a strict academic standard of a GPA of 2.3 or above.

QUALIFICATIONS

A Program Assistant must be a full-time student at Millersville University during the period of employment. To be eligible for appointment, the cumulative grade point average must be a 2.3 or above. The Program Assistant must maintain this standard during each semester of employment. The Program Assistant must have lived in a residence hall for at least one semester. Students who have a disciplinary record are not eligible for the position. The ideal candidate will have artistic and creative abilities, computer competency, strong written and verbal communication skills, strong problem solving skills, team orientation, ability to work well with minimal direct supervision, and a customer centered focus.

COMPENSATION

Program Assistants work between five and fifteen hours weekly at an hourly wage of $7.25.