

**DEPARTMENT OF HOUSING AND
RESIDENTIAL PROGRAMS**



**SUMMER CONFERENCE ASSISTANT
EMPLOYMENT APPLICATION
2018**

March 1, 2018

TO: Interested Students
FROM: Rita M. Miller, Housing and Residential Programs
RE: **Summer Conference Employment**

The Housing and Residential Programs Office is seeking qualified students to work as Summer Conference Assistants for Summer 2018. Enclosed you will find an overview of the summer conference program and eligibility criteria. An employment application is also enclosed. Full consideration will be given to applications received by Noon on Friday April 13, 2018. Applications received after this time will be considered on an as needed basis.

Regular Positions:

Up to (20) positions will be available for Summer 2018. These staff members will be the primary work force for the conference season. Regular staff members are eligible for housing, and a Summer II and III meal plan. The successful applicant should meet listed eligibility criteria.

Substitute Positions:

A variable number of positions will be available for Summer 2018. These staff members will be assigned work on an as needed basis. Housing and meal plans will not be provided for substitute positions. The successful applicant should meet the listed eligibility criteria

Housing and Residential Programs Information Release Authorization

Department of Housing and Residential Programs
Millersville University – Lombardo Building
88 James Street
PO Box 1002

(717) 871-4200

Millersville, Pa 17551-0302

Fax: (717) 871-7965

<http://www.millersville.edu/housing/>

I, _____ MU ID # _____, hereby give permission for the staff of the Millersville University Housing and Residential programs Department to communicate with the staff of the

- Office of Judicial Affairs
- Office of the Vice President for Student Affairs
- University Police Department
- Office of Registration and Records
- All other necessary University Offices and Departments and Municipal Offices and Departments

For the purpose of obtaining information regarding my financial aid eligibility for campus employment, my academic standing eligibility for campus employment, my criminal back ground history including ACT 34 Criminal Record Check, ACT 151 Child Abuse History Clearance, and ACT 114 Federal Criminal History Fingerprint Record eligibility for campus employment.

I understand that this information is necessary as a condition for consideration of employment with the Department of Housing and Residential Programs. I understand that I may revoke this authorization by notifying the Millersville University Department of Housing and Residential Programs in writing, except to the extent that action has been taken in reliance thereon. I understand that my action to revoke such authorization will also terminate my application for employment with the Millersville University Department of Housing and Residential Programs and will negate any offer of employment. I understand that I have the right to request a copy of this authorization. My signature below affirms that I have read this release form and understand the nature of its contents.

This authorization shall be in effect from the date of the signature and will automatically expire on the date the student is no longer a student at Millersville University.

(Applicant Signature)

(Date)

You must print out and complete this page and submit it with your application.

INSTRUCTIONS FOR NEW STUDENT WORKERS
(student workers who have not worked for the University in the prior 12 months)

THREE BACKGROUND CLEARANCE CHECKS ARE REQUIRED

In 2014 the Pennsylvania Legislature passed, and the Governor signed, legislation requiring expanded clearance checks for student workers at Millersville University. Effective December 31, 2014, student workers are required to obtain three Pennsylvania clearances listed below:

1. Act 34 (Criminal Record Check)
2. Act 114 (FBI Federal Criminal History-Fingerprinting)
3. Act 151 (Child Abuse History Clearance).

Before you can begin work:

Before you can begin work as a student worker and be put onto University payroll, you need to clear the Criminal Background Check (Act 34). See instructions below on how to initiate this clearance. Human Resources will notify you and the Payroll Office when your Act 34 Criminal Background Check is complete and you are approved to work.

When the Act 34 clearance has been cleared, please take the following items to the Human Resources Office:

1. The original results document of your Act 151 Child Abuse clearance or proof, such as an email, showing that you have started the clearance process.
2. The original results document of your Act 114 FBI Fingerprint clearance or a receipt showing the date and location where you have been fingerprinted (**please see statement regarding ACT 114 Fingerprinting**)

You will then be directed to the Payroll Office where you will submit the following items:

1. Request to hire Form from the department where you will be working.
2. Your original Social Security Card (or a copy of your Social Security Card if you are using other original documentation for the I-9 Employment Eligibility Verification Form) and your Driver's License or other photo ID

Act 34 (Criminal Record Clearance)

Millersville University requires this check be started **and completed** before you begin working. Click on this link <http://jobs.millersville.edu/postings/1653> and apply to be a student worker at the University. After you complete this application, you will receive two separate emails from the university. (This will be during normal business hours.)

- One email will provide a link and login instructions for completing the Act 34 background check.
- The other email will provide the security pin to access the link provided in the first email.

The link will expire in 72 hours. Results of the background check will be provided directly to Human Resources. Human Resources will notify you and Payroll when this check is completed and the results are reviewed.

ACT 114 (FBI FEDERAL CRIMINAL HISTORY-FINGERPRINTING)

* ACT 114 Fingerprinting will be unavailable across the Commonwealth due to a switch in providers. For the time being, completing your fingerprints will be put on hold until the necessary equipment and procedures are put in place. Once it is possible for your fingerprints to be completed, we will reach out to you in order to successfully complete this important part of the clearance process.

ACT 151 CHILD ABUSE HISTORY CLEARANCE

The university requires that the PA Child Abuse background clearance check be started before you can begin working as a student worker. You will need to provide the name of individuals you have lived with as far back as 1975. If you lived with someone who is now deceased, you must still list their first and last names as well as their relationship to you.

Before beginning this online clearance, please e-mail the Office of Human resources – human.resources@millersville.edu – for your individual Payment code so Millersville University can be billed directly.

To complete this clearance:

1. To start the child abuse clearance, go to <https://www.compass.state.pa.us/cwis> and click on CREATE INDIVIDUAL ACCOUNT. You will need to provide basic personal information and create security questions.
2. After doing this you will receive two AUTOMATED emails from the state. (These emails may go to a SPAM or

junk mail account so please check those before recreating an account.) One email will include the Keystone ID that you registered; the other email will include a temporary password.

3. Use your Keystone ID and temporary password to log on again at <https://www.compass.state.pa.us/cwis>. This time create a permanent password.
4. You will then log on again to <https://www.compass.state.pa.us/cwis> and start a clearance application.
5. Part 1 – Application purpose: Select SCHOOL EMPLOYEE NOT GOVERNED BY PUBLIC SCHOOL CODE: APPLYING AS A SCHOOL EMPLOYEE NOT GOVERNED BY SECTION 111 OF THE PROVISIONS OF THE ACT OF MARCH 10, 1949 (P.L. no. 14) KNOWN AS THE PUBLIC SCHOOL CODE OF 1949.
6. You will need to provide addresses where you have previously lived (County and State are required), names of all individuals with whom you have lived and any previous names you have used or been known by such as nicknames, aliases, or maiden names.
7. Part 2 eSignature – this is certifying that the information entered on the report is accurate and complete to the best of your knowledge. Click next.
8. Application Payment: select YES for Payment Code Provided; next enter your individual payment code provided by the Office of Human resources; and then check the box that says: “By entering this code you are agreeing that the organization that provided your code will have access to the status and outcome of your clearance application.” Then submit your application.
9. Once the application is complete, you will receive an email confirming that your application has been successfully received. Print the confirmation page for your records **In a few days, you will receive another email indicating that your account has been updated with the results of your clearance.**
10. To retrieve your Act 151 Child Abuse History clearance, please log into the Child Welfare Portal, <https://www.compass.state.pa.us/cwis/public/home> click on Access My Clearances and you should see a long green box. In that box will be a link to download the results of your clearance. You may download your results and either print the document and bring it to the Human Resources Office or you may forward the pdf to us in an email (Human.Resources@millersville.edu)
11. If you do not receive your clearance within three weeks by mail, please call 717-783-6211 or (toll free) 1-877-371-5422. You will have 90 calendar days to bring or mail the originals of the results of the Office of Human Resources.

When you have received this clearance and the FBI fingerprinting clearance, mail or bring that to the Office of Human Resources, Dilworth Building Room 105.

If You Have questions, Contact Human Resources:

Email: Human.Resources@millersville.edu Phone: (717) 871-4950

SUMMER CONFERENCE ASSISTANT OVERVIEW AND ELIGIBILITY

Housing and Residential Programs student staff members and other qualified students who meet employment criteria are eligible to work during the summer conference season as Summer Conference Assistants. The summer conferences are groups of campus affiliated camps and workshops as well as community organizations that plan educational and developmental workshops, conferences, and conventions and host them at Millersville University. Many conference groups are long standing summer clients. The Summer Conference Assistant Staff is responsible for desk and hospitality services for University guests residing in the residence halls and other designated assignments in the Department of Housing and Residential Programs.

Examples of some groups that have regularly returned to Millersville University in the summer include: Arabic Baptists Annual Conference; a Christian Religious Conference of family groups that sponsors its national conference over the Memorial Holiday Weekend, Native Plants, an education workshop on native plants of North America, and various sports camps.

Qualified students are needed to staff the residence hall offices during the summer conference season. Duties include: check-in and checkout procedures, accurate record keeping, room and building inspections and preparation, guest assistance, and other assigned administrative and hospitality support tasks. The Summer Conference Assistant is an ambassador of good will for the advancement of the University's educational mission.

Eligibility Criteria

1. Legal Adult, age 18 or older and eligible for Millersville University campus employment including successful background clearances.
2. Available to work between May 13, 2018 and August 19, 2018 inclusive.
3. Available to work Memorial and Independence Day Holiday weekends.
4. Available to work varying shifts scheduled between 7:00 a.m. and 2:00 a.m. weekdays and weekends.
5. Able to read and follow visual and verbal instructions and work independently.
6. Able to physically navigate residence hall stairways and hallways and perform light to moderate physical labor, lifting & moving up to 50 lbs.
7. Good public relations persona and sound decision making skills.
8. Good Academic and Disciplinary Standing.
9. Successful Act 34 Criminal Record Check, and Act 151 Child Abuse History Clearance, and Act 114 Federal Criminal History Fingerprinting clearances as designated and required by Millersville University Human Resources Department.
10. Not previously dismissed from employment with Housing and Residential Programs.
11. Signed Information Release Authorization form submitted with employment application.
12. Current returning HARP student staff in good standing preferred.
13. Current HARP student staff registered for Fall 2018 preferred.
14. Regular staff may NOT be enrolled in summer session classes or in-service obligations, including on-line and distance learning.
15. No consecutive absences of more than (4) four days between May 13, and August 19, 2018.
16. Regular staff may not have commitment to other summer employment, on or off campus.

Compensation:

\$7.65 per hour or higher for up to 40-hour work week

Typical workday schedules may rotate to include:

- ◆ 7:00 a.m. to 3:00 p.m.
- ◆ 10:00 a.m. to 6:00 p.m.
- ◆ 3:00 p.m. to 11:00 p.m.
- ◆ 6:00 p.m. to 2:00 a.m.

HOUSING AND RESIDENTIAL PROGRAMS SUMMER CONFERENCE ASSISTANT APPLICATION

NAME _____ MUID# _____ DOB _____

CAMPUS/LOCAL ADDRESS _____

HOME ADDRESS _____ CITY _____ STATE _____ ZIP _____

HOME PHONE # (____) _____ CELL PHONE # (____) _____

E-mail (MU) _____ E-mail (Personal) _____

PLEASE CHECK ALL APPROPRIATE BOXES:

Yes No

 Have you lived in the residence halls at Millersville University?
If yes, what building(s) and when: _____

 Do you have prior work experience with the Residence Hall system at Millersville University?
If yes, please state when, where, and in what capacity: _____

 Have you ever been dismissed (fired) from residence hall employment?
If yes, please state the reason for your dismissal: _____

 I am/will be registered for Fall 2018

 I am/will be registered for Summer 2018

Summer Session 1 _____ Credits

Summer Session 2 _____ Credits

Summer Session 3 _____ Credits

 If attending Summer School, do you plan to live on campus?

 Have you been hired by any other campus department for the Summer?
If yes, where? _____

 Are you able to commute to MU to work summer conferences? (e.g. do not need housing)

Please list any days you are not available for work between May 13, and August 19, 2018

PLEASE CHECK YOUR WORK PREFERENCE: Regular _____ Substitute _____

 Are you willing to accept a substitute (no guaranteed schedule, no housing or meals position if you are not hired for a regular position?)

Return your completed application to the Housing and Residential Programs Office in Lombardo Building by Noon Friday April 13, 2018 for best consideration

Remember

Return your completed application to the Housing and Residential Programs Office in Lombardo Building by Noon, Friday April 13, 2018, for full consideration. Applications received after Noon on April 13, 2018 will be considered on an as needed basis.

Did You?

- Read Everything?
- Print out the release form page, read it carefully, complete it, and sign and date it?
- Print out the application page and complete each area with clear legible handwriting and using your full legal name?

If Yes: You should be ready to take the completed application and release form to the Housing Department Office in Lombardo. The office is open weekdays from 8:00 a.m. to 4:30 p.m. only.

If No: Go back and read everything again and make sure you follow all of the instructions, especially the instructions regarding the background clearances.



This job requires a person who is adept at attending carefully to detail. Your application packet will be the first indication of your ability to carefully follow written instructions. First impressions are lasting!