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.

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, Forward Leap; a pre-college introductory program for 7th and 9th graders, 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. Eligible for Millersville University campus employment
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.
7. Good public relations persona and sound decision making skills.
8. Good Academic and Disciplinary Standing.
9. Successful 2014 calendar year completion of Act 34 Criminal Record Check, and Act 151 Child Abuse History Clearance
10. Not previously dismissed from employment with Housing and Residential Programs.
11. Current returning HARP student staff in good standing preferred.
12. Current HARP student staff registered for Fall 2014 preferred.
13. Regular staff may NOT be enrolled in summer session classes or in-service obligations, including on-line and distance learning.
14. No consecutive absences of more than (4) four days between May 11, and August 17, 2014.
15. Regular staff may not have commitment to other summer employment.

Compensation:

$7.25 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 a.m. to 2:00 a.m.