APPLICATIONS ARE BEING ACCEPTED FOR THE POSITION OF

STUDENT ADVISOR TO THE MILLERSVILLE BOROUGH COUNCIL

MU students, apply for a vacant leadership position with the Millersville Borough Council. Created jointly by the University and the Millersville Borough Council, the position of Student Advisor to the Millersville Borough Council will promote communication between Millersville students and the Borough. The Student Advisor will attend Council meetings and advise its members on matters pertaining to Millersville students and the University. The Student Advisor will also advise the Student Senate and University administration on matters pertaining to the Borough.

The student chosen to be the Student Advisor to the Borough will be a full-time student who has completed 60 credit hours by the end of the Spring 2016 semester and has a cumulative GPA of 2.0 or higher.

For more information on the duties and selection criteria for Student Advisor to the Millersville Borough Council, download application materials at //www.millersville.edu/saem/student-resources/leadership-opportunities-for-students, or pick up an application packet at the SMC Information Desk, Student Senate office room 118 F/SMC or the Student Affairs & Enrollment Management office Suite 107/SMC.

APPLICATION DEADLINE IS:
FRIDAY, NOVEMBER 4, 2016
STUDENT ADVISOR TO THE MILLERSVILLE BOROUGH COUNCIL

Duties and Responsibilities of the Position

The Student Advisor to the Borough Council will serve as a communication link between the University, its students and the Millersville Borough Council. A job description for this position is enclosed in this packet.

Eligibility Criteria

Eligible candidates must have completed 60 credit hours at the time they begin service as the Student Advisor, be enrolled full-time and have a cumulative GPA of 2.0 or higher.

Additional Selection Criteria

- University activities; honors/awards received; other accomplishments as a college student
- Why interested in the position
- Demonstrated concern for the welfare of students, the University and the Borough
- Awareness of issues facing the University and the Borough
- Understanding of the responsibilities of the position
- Maturity/attitude
- Communication skills (ability to organize thoughts and share ideas clearly and effectively)

How to Apply

Complete the application enclosed in this packet. Have two Millersville faculty/administrative staff complete a reference form. Completed applications and reference forms must be received at the V.P. for Student Affairs Office Suite 107/SMC by November 4, 2016.

Questions?

Contact:

Mr. Brian Hazlett
Vice President for Student Affairs & Enrollment Management
717-871-5714
Student Advisor
To the
Millersville Borough Council

Job Description

1. Report to and advise the Millersville Borough Council on matters pertaining to Millersville University students.

2. Report to and advise the Millersville University Student Senate and administration on matters pertaining to the Millersville Borough.

3. Attend the regular meetings (twice monthly) of the Millersville Borough Council. The Student Advisor will also be invited to attend other public meetings of the Council.

4. Serve a minimum of one 12-month term as Student Advisor.

5. Prior to beginning service as the Student Advisor, the student selected for the position will participate in an orientation program designed by the university with the assistance of the Borough Council intended to introduce him/her to issues affecting both the University and the Borough.

6. Note: the Student Advisor position is a non-voting member of the Millersville Borough Council.

7. Gather and submit a written report of information from MU Student Organizations regarding student activities for inclusion in the twice annually produced Community Newsletter, working with MU’s Communication and Marketing staff.

8. Have regular communication with the University’s representative to the Borough Council regarding agenda and discussion items from the University.

Eligibility Criteria

1. Full-time student

2. Cumulative GPA of 2.0 or higher

3. Have earned a minimum of 60 credit hours at time of appointment as Student Advisor
Selection Process

1. The University Vice President for Student Affairs and Enrollment Management will coordinate the screening process.

2. The Vice President for Student Affairs and Enrollment Management will inform the student body of the availability of the position of Student Advisor.

3. A screening committee consisting of the current Student Advisor, the Vice President for Student Affairs and Enrollment Management, and a member of the Borough Council will review applications received from students and select finalists to be interviewed by the committee. The application will require applicants to explain in writing their interest and qualifications for the position.

4. After reviewing applications and conducting interviews of finalists, the screening committee will forward to the President of the Borough Council the name of one of the applicants with the recommendation that he/she be appointed as the Student Advisor to the Borough Council.

5. After reviewing the recommendation of the screening committee, the Borough Council will either accept the recommendation and appoint the student as the Student Advisor or reject the nominee and request the name of a second candidate from the screening committee.

6. If, at the end of the 12-month term, the Student Advisor is continuing as a student at the University, he/she will be eligible for reappointment to a second one-year term upon mutual agreement of the Borough Council and the University.

Additional Information

- The University and Borough Council mutually agree to review the Student Advisor position and selection process after two years. Either the University or the Council will be free to request earlier review or dissolution.

- The University and Borough Council agree to have the Student Advisor sit in a chair near the Borough Council table during Council meetings.

- Student Advisors should receive Borough Council packets (and/or similar communications) on a regular basis (including agendas, minutes, action items, etc.).

- If a student is unable to fulfill the duties of the Student Advisor, he/she may resign, and a replacement will be recommended by the Vice President for Student Affairs and Enrollment Management. This will also be the case, in the event, that a student has a class/work conflict during part of said tenure.

- In the event that the Millersville Borough Council believes the current seated Student Advisor is not actively attending a majority of regular business meetings, he/she may be asked to resign said position.
APPLICATION FORM FOR
STUDENT ADVISOR TO THE
MILLERSVILLE BOROUGH COUNCIL

PLEASE TYPE YOUR ANSWERS

Name ____________________________________________________________

M Number __________________________________________________________

Local Address _______________________________________________________

_____________________________________________________________________

Home Address _________________________________________________________

_____________________________________________________________________

Preferred Telephone Number __________________________________________

Millersville University E-mail _________________________________________

Date of High School Graduation _________________________

Name of High School ________________________________________________

Town, State, Zip _____________________________________________________

Number of Credit Hours Earned (include hours in which you are enrolled in the current
semester). Please attach a copy of your academic record – you can download it from MAX.

__________________________

Expected Graduation Date _____________ Current Cumulative GPA _________

Academic Major ________________________ Academic Minor ________________
PLEASE ANSWER THE FOLLOWING QUESTIONS IN PARAGRAPH FORM.
FEEL FREE TO ATTACH ADDITIONAL PAGES.
PLEASE TYPE YOUR ANSWERS

Please list co-curricular and extra-curricular activities in which you have been involved and awards/scholarships you have received.

Please state your reason(s) for seeking the position of student Advisor to the Borough Council and describe the contributions you believe you would make in this role:

Please describe what you think will be the three most important issues the University and Millersville Borough will face together during the next five years? Explain the significance of each.
What has been the most important accomplishment of your college career? Why?

Please describe two of your strengths and how they could affect your performance in a leadership position.

PLEASE RETURN COMPLETED APPLICATIONS BY NOVEMBER 4, 2016 TO:

STUDENT AFFAIRS & ENROLLMENT MANAGEMENT OFFICE
SUITE 107/SMC
REFERENCE FORM FOR MILLERSVILLE BOROUGH COUNCIL
STUDENT ADVISOR CANDIDATES
PLEASE TYPE YOUR ANSWERS

Name of Candidate: _______________________________________________________

Name of Reference: _______________________________________________________  

Please explain below how you know the applicant. (Feel free to use additional pages in answering these questions.)

Please comment to the extent of your knowledge on the applicant’s:

Level of maturity

Ability to communicate (ability to organize and express thoughts) in verbal and written form
Leadership skills

Involvement in University activities

Ability to represent students

Capacity to understand issues facing the University and Borough

Please put your letter in a sealed envelope, place your signature along the seal and return it by:

November 4, 2016

to

Student Affairs & Enrollment Management Office
Suite 107/SMC
REFERENCE FORM FOR MILLERSVILLE BOROUGH COUNCIL
STUDENT ADVISOR CANDIDATES
PLEASE TYPE YOUR ANSWERS

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**November 4, 2016**

to

Student Affairs & Enrollment Management Office

Suite 107/SMC