

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 week 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 is also 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 one residence hall staff meeting per month 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 these standards during each semester of employment. The Program Assistant must have resided on campus 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 ten hours weekly at an hourly wage of \$7.25.

TO APPLY:

1. Read the position description above carefully.
2. If you meet the required GPA and disciplinary criteria and are willing and able to assume the responsibilities of the position, complete the attached application.
3. Include typed answers to the two essay questions asked on the application.
4. Attach a copy of the current semester's class schedule to the application.
5. Return completed applications to the Housing Office located in Harbold Hall. The deadline for submission is Monday, March 9, 2009.

THE APPLICATION PROCESS:

1. Applicants who submit applications by the deadline will be considered for an interview. Should the number of applicants exceed ten, the top ten applicants will be offered interviews. Determination will be made by the Coordinator of Residential Learning and applicants will be notified by email to their Marauder account on Tuesday, March 10, 2009. **Please follow instructions in this email if you have been granted an interview.**

2. From the pool of applicants interviewed, no more than five will be selected to continue to the second part of the selection process (described below in section titled “Hands On!”). Applicants who interviewed will be notified regarding their status by email to their Marauder account on Friday, March 20, 2009. **Please follow instructions in this email to schedule the next portion of the selection process if you are selected to continue on.**
3. Those chosen to continue on to the second part of the selection process will sign up for a two hour time period to demonstrate their ability to design and create a passive program (Bulletin Board or display) around a particular theme (described below in section titled “Hands On!”). This demonstration will take place during the week of March 23-27, 2009.
4. Individuals chosen to be Program Assistants will be notified of their status on Monday, March 30, 2009 by email to their Marauder account. **Please follow instructions in this email if you are selected to become a Program Assistant. Failure to do so may result in withdrawal of the employment offer.**

HANDS ON!

The second part of the selection process involves demonstrating your ability to find programming ideas to suggest to RAs as well as demonstrating your ability to design and create a passive program (Bulletin Board or display) around a particular theme.

You will sign up for a two hour period of time to complete the passive program at Houdini’s. The passive program will focus on a topic you choose from the list below. Prior to arriving at Houdini’s you will need to research your chosen topic and gather information that you will use to create your passive display. Bring these things with you. You may bring lists of websites, information you have gathered, even brochures and other printed materials with you. You will need to complete the actual work at Houdini’s. You will have two hours to complete the passive program and post it on the wall of Houdini’s. Passive programs will be judged on their visual appeal to college students, their presentation of information (amount of information, ease of comprehension, organization, etc.) their originality and relevance to the chosen theme. A Houdini’s staff member will be present to assist you in finding materials and using equipment you may be unfamiliar with. If you have an idea but are unsure how to execute it, we will be here to help. We don’t expect that you will know everything about how to use our facility.

Choose one theme from the following list of topics for your programming ideas and passive program. Both the program ideas and the passive program must focus on the same theme:

National Collegiate Alcohol Awareness Week
Martin Luther King Jr. Day
National Hispanic Heritage Month
National Character Counts Week
National AIDS Awareness Month
National American Indian Heritage Month
National STD Education and Awareness Month
National Women’s History Month
American Heart Month
Deaf History Month
National Crime Prevention Month
Fire Prevention Week
Gay and Lesbian History Month
Tolerance Week
National Sexual Assault Awareness Month
National Geography Awareness Week

National Adoption Week
Positive Attitude Month
Diversity Awareness Month
Constitution Week

Once you choose a topic, you will need to do the following:

Brainstorm programming ideas that RAs could implement focusing on your chosen theme. You can come up with the ideas yourself or use ideas that you gather from other sources (i.e. the internet, other people, books, teachers, etc.). List each program using the following format on separate sheet(s) of paper:

Name of Program:
Topic:
Detailed Description of Program:
Source of Idea:

Bring the completed list to Houdini's during your assigned time. This will become part of your project and will be used, along with the results of your interview, to determine who will be hired. There are no set number of program ideas that you must provide. Ideas will be judged on their appeal to the college population, their applicability to various groups of students (men, women, Latino, Asian, GLBT, etc.), ease of implementation, approximate cost, and thoroughness of presentation.

An Example:

Name of Program: Cuckoo for Cocoa Puffs

Topic: Alcohol Information/National Collegiate Alcohol Awareness Week

Detailed Description of Program: Remember how eating breakfast was when you were in grade school? You would slowly be eating to avoid the inevitable leaving the house. As you procrastinated, your eyes would read every single part of the cereal box even if you didn't understand the big words in the ingredients. The BACCHUS group at Colgate used breakfast as an opportune time to distribute important facts about alcohol. Students collaborated with the local recycling center to obtain a mass amount of cereal boxes while other students worked on designing the copy that would appear on the back of the box. The goal was to make the information look similar to a cereal box so puzzles, mazes, stories, were essential. The group developed copy and artwork for four versions that would cover getting home safely, designated drivers, setting up a plan, the buddy system and DWI. They used their BACCHUS mission statement on one of the narrow ends; the other side had a list of ingredients (congeners) that you would find in beer. Sleeves were rolled up and the recycled boxes were reincarnated back into their original shape. The copy was then pasted on the box. An additional touch was added by placing several small premiums/toys in each cereal box. Arrangements had been made with various dining hall staff that the boxes would be out on the tables when students came into breakfast on a given day. The information got read in a way that posters or handouts never would have.

Source of Idea: Bacchus and Gamma Peer Education Network Website www.bacchusgamma.org

For further information contact: Kathleen Jones, Coordinator of Residential Learning

Email: Kathleen.Jones@millersville.edu

Phone: 717-871-4878

PROGRAM ASSISTANT APPLICATION

MILLERSVILLE UNIVERSITY

DEPARTMENT OF HOUSING AND RESIDENTIAL PROGRAMS

PERSONAL INFORMATION

Name	MU ID Number
Local Address	Local Phone # and Email Address
City, State, Zip	Name of Most Recent RA
Home Address	Home Phone #
City, State, Zip	Credits Earned to Date Cum GPA

ON CAMPUS LIVING EXPERIENCE

College/University	Name of Residence Hall
Lifestyle (single sex, coed)	Length of Residence

RELATED EXPERIENCE

Please provide details about skills and experiences whether work, volunteer, or classroom, that are related to the Program Assistant position.

Experience
Skills acquired:
Experience
Skills acquired:
Experience
Skills acquired:

EMPLOYMENT RECORD

Starting with the most recent employment, list all previous employment. If you need more space, please continue on a separate sheet.

Employer	Length of Service
Responsibilities	
Employer	Length of Service
Responsibilities	
Employer	Length of Service
Responsibilities	

CURRENT EXTRACURRICULAR ACTIVITIES

(On or Off Campus)

ESSAY QUESTIONS

Type your answers to the following questions on a separate sheet of paper. Limit your answers to 250 words.

- 1. What most appeals to you about being a Program Assistant?*
- 2. Why should we hire you over anyone else?*

I wish to submit this application for employment for the Program Assistant position. I possess the minimum qualifications/requirements required for this position as outlined in the Application Packet. All information I have provided herein is accurate.

I understand that my signature below authorizes the Department of Housing to review my grades and disciplinary file.

Signature

Date