DEPARTMENT OF HOUSING AND RESIDENTIAL PROGRAMS

SUMMER CONFERENCE ASSISTANT EMPLOYMENT APPLICATION
2019

March 6, 2019

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 2019. Enclosed you will find an overview of the summer conference program and eligibility criteria. An employment application is also enclosed. Interested students are invited to apply. Full consideration will be given to applications received by Noon on Friday April12, 2019. Applications received after this time will be considered on an as needed basis.

Regular Positions:

Up to (18) positions will be available for Summer 2019. 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 2019. 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

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 12, 2019 and August 18, 2019 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. Currently enrolled in a Millersville University Bachelor's or Master's Degree Program

10. 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.

11. Not previously dismissed from employment with Housing and Residential Programs.

12. Signed Information Release Authorization form submitted with employment application.

13. Current returning HARP student staff in good standing preferred.

14. Current HARP student staff registered for Fall 2019 preferred.

15. Regular staff may **NOT** be enrolled in summer session classes or in-service obligations, including on-line and distance learning.

16. No consecutive absences of more than (4) four days between May 12, and August 18, 2018.

17. Regular staff may not have commitment to other summer employment, on or off campus.

18. Regular staff must attend SCA Training scheduled for Sunday May 12, 2019, 10:00 a.m. to done

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.

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 all PASSHE Institutions including Millersville University. Effective December 31, 2014, student workers were/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)
Before beginning this online clearance, please email the Office of Human Resources – Human.resources@millersville.edu – for your individual Authorization Code so Millersville University can be charged directly for the clearance.

1. Go to https://www.identogo.com/locations/pennsyulvania and click on "Digital Fingerprinting" at the bottom of the page. Once you are redirected, enter the following service code: 1KG*VY – Click "Go"

2. Select "Schedule or Manage Appointment"

3. *Essential Info:* Fill out your Legal Name and Date of Birth. Under "Method of Contact" fill in your MU email. You must confirm your email. It is not necessary to list your phone number but you are welcome to if you would like. Make sure to select your preferred method of contact as "Email"

4. *Employer:* Please fill in the following information:
   a. **Employer Name:**   Millersville University
   b. **Country:**   United States
   c. **Address:**   20 Dilworth Road
   d. **City:**   Millersville
   e. **State:**   PA

f. **Postal Code:**   17551

5. *Citizenship:* Fill in your Country of Birth, State/Province of Birth, and Country of Citizenship

6. *Personal Questions:* Answer the questions asked. For the final question "Do you have an authorization Code (Coupon Code) that you will be using as a method of payment?" select "YES"

7. *Personal Information:* Fill out the information requested. (Height, Weight, Hair Color, Eye color, Preferred Language, Gender, Race, Ethnicity)

8. *Address:* Fill out the information requested. (Country, Address, City, Postal Code) This information is used by IdentoGo to send you a copy of the results.

9. *Documents:* In the dropdown menu, please select documentation that can be used as PROOF of ID for the fingerprint process. (NOTE: The preferred Proof Of ID is "Driver's License Issued by State or outlying possession of U.S.) Please answer the supplemental question that may be asked based on your selection.

10. *Location:* Please type in the following: SP-DILMILLU – Click "Search". Once you have typed in the location, click "Next" across from "IdentoGO, Dilworth Bldg RM 105"   ***IF YOU WOULD PREFER TO COMPLETE THE FINGERPRINTING AT A DIFFERENT LOCAITON SIMPLY USE THE SEARCH FEATURE INSTEAD***

11. *Payment:* Enter the payment code that you were given. Make sure the coupon is valid. Once the total amount due shows $0.00, click next.

12. *Date and Time:* Select "Walk-In"". Finalize by clicking SUBMIT.

13. Select "Done" at the bottom of the final page. A receipt with the information that you have filled in will be sent to you.

Once you have completed the registration process on the IdentoGo Site:

1. Go to https://www.signupgenius.com/go/60b054fa8a82ea3fd0-millersville (Note: Google Chrome or Firefox work best for opening the link)

2. Select an available time-slot. Make sure the slot is available.

3. After being redirected to the final page, click "Sign Up Now".

    Once you receive your results in the mail, please send the result via mail to 20 Dilworth Rd. Millersville PA or bring the documentation to Human Resources, Dilworth Building Room 105.

IF YOU HAVE QUESTIONS,
CONTACT HUMAN RESOURCES:
Email: Human Reources@millersville.edu
Phone (717) 871-4950

ACT 151 CHILD ABUSE HISTORY CLEARANCE

To do this clearance you will need to provide your permanent addresses since 1975. You will also need to provide the names of individuals you have lived with since 1975. If you have 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. 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. (If you have already created a Keystone ID in order to view a SERS retirement account online, you can skip steps 1, 2 and 3)

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. You will be prompted to create a permanent password.

4. 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 them to the Office of Human Resources, Dilworth Building Room 105.

IF YOUHAVE QUESTIONS,
CONTACT HUMAN RESOURCES:
Email: Human.Resources@millersville.edu
Phone: (717) 871-4950
Rev. 05/31/2018

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.

_____   _____
(Date)   (Applicant Signature)

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 2019

☐   ☐   I am/will be registered for Summer 2019

                       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 12, and August 18, 2019

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 and signed release authorization to the Housing and Residential Programs Office in Lombardo Building by Noon
Friday April 12, 2019 for best consideration

Remember

Return your completed application to the Housing and Residential Programs Office in Lombardo Building by Noon, Friday April 12, 2019, for full consideration. Applications received after Noon on April 12, 2019 will be considered on an as needed basis.