



Millersville University

OFFICE OF INTERNATIONAL  
PROGRAMS AND SERVICES

## Application for Employment: Student Office Assistant

### PERSONAL INFORMATION

Name:	M Number:	GPA:
Email:	Phone:	Graduation Term:

Read the provided [job descriptions](#). Indicate below if you are interested in a key contribution area of the office: (Mark all that apply)

☐ General Office ☐ PR & Marketing ☐ International Student Support ☐ Study Abroad Support

Have you previously used any of the following for work, class, or personal use?

☐ Microsoft Word ☐ PowerPoint ☐ Excel ☐ Outlook ☐ Facebook ☐ Instagram ☐ Twitter ☐ YouTube

☐ Online Journal/Blog ☐ Newsletters ☐ Canva ☐ Design software ☐ Banner

Any other software, database, social media:

### GENERAL INFORMATION

Which term do you wish to apply for? ☐ Fall ☐ Spring ☐ Summer

If offered the position, are you interested in working for IPS for more than one term? ☐ No ☐ Yes

Do you currently work on campus? ☐ No ☐ Yes

Do you wish to earn internship credit for this position? ☐ No ☐ Yes

*Students can earn 3 credits for a paid internship at IPS. This requires about 12-15 hours of work per week but may be less depending on your academic department's internship requirements. If you are interested in earning academic credit for this position, you must complete additional paperwork through the ELCM, Experiential Learning & Career Management Office after a position is offered to you. [Careers@Millersville.edu](mailto:Careers@Millersville.edu) <https://www.millersville.edu/elcm/index.php>*

The following questions are not required in order to be hired by the IPS Office. The below questions are asked to get a better understanding of your experience and comfort level with certain work.

Do you have a Driver's License? ☐ No ☐ Yes

Would you be willing to drive a university vehicle (mini-van) across campus for events/ activities? ☐ No ☐ Yes

Would you be willing to drive a university vehicle (mini-van) across town for international student support? ☐ No ☐ Yes

### APPLICATION DOCUMENTS

To apply, submit the following to [International@Millersville.edu](mailto:International@Millersville.edu).

Application Form: A copy of this completed and signed application form.

Resume: A copy of your updated resume.

Cover Letter (Optional)

### READ STATEMENT BELOW AND SIGN

I attest that all information contained in this application is correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Millersville University does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. This includes Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and the Americans with Disabilities Act of 1990. We are an Equal Opportunity Employer and committed to excellence through diversity.*

**AVAILABILITY FOR INTERVIEW**

Indicate your current available times to meet for an interview by marking an “X” in the appropriate day and time blocks. We will contact you by phone or by e-mail to confirm the interview date and time.

	Monday	Tuesday	Wednesday	Thursday	Friday
8:30 a.m.					
8:45 a.m.					
9:00 a.m.					
9:15 a.m.					
9:30 a.m.					
9:45 a.m.					
10:00 a.m.					
10:15 a.m.					
10:30 a.m.					
10:45 a.m.					
11:00 a.m.					
11:15 a.m.					
11:30 a.m.					
11:45 a.m.					
12:00 noon					
12:15 p.m.					
12:30 p.m.					
12:45 p.m.					
1:00 p.m.					
1:15 p.m.					
1:30 p.m.					
1:45 p.m.					
2:00 p.m.					
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3:00 p.m.					
3:15 p.m.					
3:30 p.m.					
3:45 p.m.					
4:00 p.m.					
4:15 p.m.					
4:30 p.m.					

**AVAILABILITY FOR THE TERM YOU WISH TO APPLY TO WORK**

Indicate your tentative availability for the term that you have applied for. Mark your open/free/available time by marking an "X" in the appropriate day and time blocks. **Provide your full availability** - you will have an opportunity to adjust. IPS standard office hours are 8:30-4:30PM but certain events may be outside this time. Staff are not scheduled over 20 hours/week during the regular term and we take your desired number of hours you provide into consideration. **Note:** We require staff to be **available the week prior to the start of a term** for training.

**AVAILABLE START DATE:** \_\_\_\_\_ **DESIRED # of HOURS:** \_\_\_\_\_

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 a.m.					
8:30 a.m.					
8:45 a.m.					
9:00 a.m.					
9:15 a.m.					
9:30 a.m.					
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10:15 a.m.					
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11:15 a.m.					
11:30 a.m.					
11:45 a.m.					
12:00 noon					
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6:00 p.m.					
6:30 p.m.					
7:00 p.m.					
7:30 p.m.					