CAREER DEVELOPMENT AT MILLERSVILLE UNIVERSITY

By Charmayne Brubaker
WHERE CAN I FIND THE OPEN POSITIONS?
About us

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. Coordinators: Services for Students with Physical Disabilities-Dr. Shere Lynn Beswick, Director of Learning Services, Lyle Hall 717-871-5554; Mr. Robert Good, Title IX Coordinator, Office of VP for Student Affairs and Enrollment Management, 717-871-4100; Office of Human Resources, 717-871-4950; ADA Coordinator - Mr. Patrick Wiedinger, Director of Environmental Health & Safety, Office of Human Resources, DeWitt Building, 717-871-4950.

Pennsylvania Legislation

In 2014 the Pennsylvania Legislature passed, and the Governor signed, legislation requiring expanded clearance checks for employees, students and volunteers at Millersville University. Effective December 31, 2014, university employees and student workers are required to obtain three Pennsylvania clearances listed as follow:

- Criminal Background Check (Act 34)
- Child Abuse History Clearance (Act 151)
- FBI Federal Criminal History-Fingerprinting (Act 114)

Act 34 will be completed by the university and the results reviewed before a contract/appointment is offered. Candidates who are offered employment will need to show proof that they have started their Act 114 and Act 151 clearances on or before their first date of employment. If Act 114 and Act 151 have not been completed by the first day of employment, the candidate will be hired on a provisional basis and will have 90 calendar days to bring the completed results of the Act 151 and Act 114 checks to the Office of Human Resources. Act 114 and Act 151 clearance Checks completed 36 months prior to a candidate’s start date are acceptable.

Current Open Positions and How to Apply

To see a list of current vacancies on our campus, please click on a Job Category below:

- Faculty
- Staff
- Coaches
- Management
- Executive Management
- Professional

People applying for the first time
Search Postings (3)  

To view open positions, please enter your search criteria below. You may view all open positions by not specifying any search criteria and clicking the *Search* button.

<table>
<thead>
<tr>
<th>Keywords</th>
<th>Posted Within</th>
<th>Department</th>
<th>Position Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Any</td>
<td>Staff</td>
</tr>
</tbody>
</table>

Search

View Results (3)

To view the position details and/or apply to an open position, click on the position title or the View Details link. If you would like to bookmark a position for later review, click on the Bookmark link. To email a position to a friend, click on the Email to a Friend link.

<table>
<thead>
<tr>
<th>Posting Number</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>P00304</td>
<td>Technical Support Services</td>
</tr>
</tbody>
</table>

**Instructional Designer**

This position is Millersville University's instructional designer, which supports instructional design on campus. The responsibilities of this position require a considerable amount of pedagogy expertise, strong interpersonal skills, and strong communication skills to work effectively with every aspect of the University community, especially faculty. Work with faculty, staff, administra...

View Details | Bookmark

<table>
<thead>
<tr>
<th>Posting Number</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>P00326</td>
<td>Office of Asst VP for Planning, Assessment &amp; Analysis</td>
</tr>
</tbody>
</table>

**Faculty Load Coordinator - Revised Extended Search**

This position reports to the Assistant Director of Research and Assessment and receives work assignments from this person. The Faculty Load Coordinator administers the faculty workload for the university to assure that the university is adhering to the requirements of the Collective Bargaining Agreement and local agreements. Audit the faculty load module in Banner against information provide...

View Details | Bookmark

<table>
<thead>
<tr>
<th>Posting Number</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>P00339</td>
<td>Dining &amp; Conference Service Managers</td>
</tr>
</tbody>
</table>

**Cash Operations Supervisor - Galley Pos. #60021086**

Supervise food production and customer service serving about 1,000 staff and students daily. Duties include: o Cash transactions o Reconcile cash drawers and safe o Open/Close location o Shift coverage o Food preparation/serving o Inventory control o Vendor liaison o Routine cleaning o Supervise staff and students o Hire, train and schedule student workers...
Requirements

Most positions require the applicant to:
1. complete an application
2. upload a cover letter and resume and
3. provide the names and contact information for three current professional references.

Some also require a typing test, Excel test, work sample or other evidence to demonstrate your qualifications for that position.
**What is Bidding?**

Within the AFSCME (American Federation of State, County and Municipal Employees) union positions, there are some positions that are in a series:

- Clerk Typist 1
- Clerk Typist 2
- Clerk Typist 3
- Equipment Operator A
- Equipment Operator B
More Positions in a Series........

Information Technology Technician
Network Specialist 1
Network Specialist 2

Food Service Worker 1
Food Service Worker 2

Fiscal Assistant
Fiscal Technician

Tradesman Helper
Electrician
HOW CAN I BID ON A POSITION?

- If you are in one of the lower levels of a series, you can BID on an open vacant position that is in the next higher level.

  Information Technology Technician
  Network Specialist 1
  Network Specialist 2

- If several people “bid” on that position, the most senior person – the person who has been with the university longest – has bidding rights to the position IF they want the position.
Promotional Probations

- Promotional Probation – have a six-month probation in the new position for which you bid. If you are not successful in the new position or do not like it, you can return to your initial position within that first six months.

- Do not need to work in the position into which you were hired for any set length of time
NO TIME LIMITS/RESTRICTIONS

- Do not need to work in the position into which you were hired for any set length of time
Can I transfer to another position?

If you want to transfer to another position, you should apply for it. You will need to meet the required qualifications of the position to be considered for a transfer.

The new supervisor will check your references so successful performance always pays off.
HOW CAN I BE PROMOTED?

If you want to be promoted, you need to apply for a vacant open position. You need to meet the required qualifications to be considered for a transfer. If the position requires a bachelor’s degree and five years of experience, you need to have a bachelor’s degree and five years of experience.

The new supervisor will check your references so successful performance always pays off.