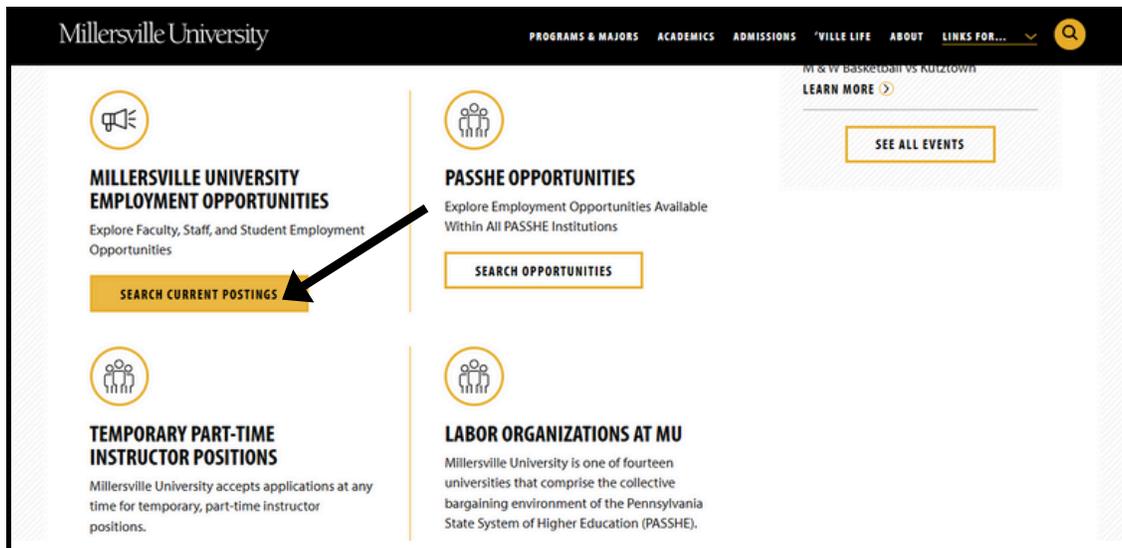


# Quick Guide to People Admin Graduate Assistantship Search

## 1. Go to **MU's Career Site**

- The Career Site can be found on Millersville University's Human Resources website; millersville.edu/hr/employment/. Scroll down and click on **'Search Current Postings'**.



## 2. To create an account or sign in to an existing account, click **'Log In / Create Account'**.

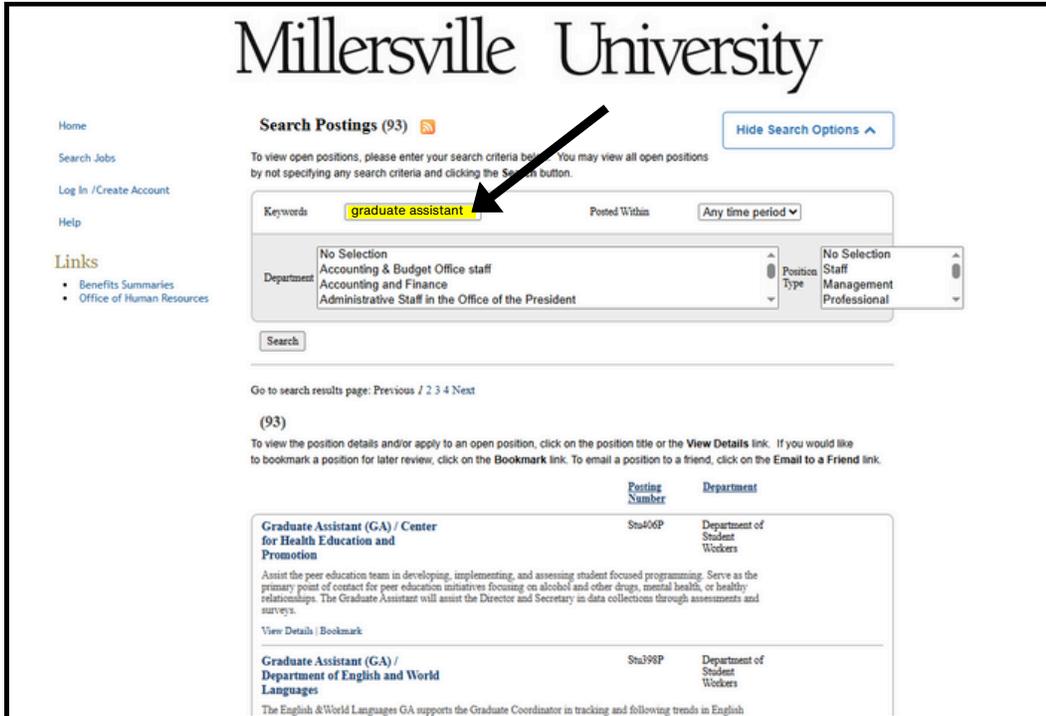
*Note: You do not need an account or be logged in to search jobs.*

## 3. Creating an account is not necessary to search open positions. To view open positions, click **'Search Jobs'**.



## Search Jobs

1. To search for Graduate Assistant (GA) positions, utilize the **Keyword** search, 'graduate assistant'
2. Adjust the **Posted Within** time frame, or choose a specific **Department** for a more focused search. Click **'Search'**. Based on the search criteria you entered, positions will be listed.



Millersville University

Search Postings (93) [Hide Search Options](#)

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.

Keywords:  Posted Within:

Department:  Position Type:

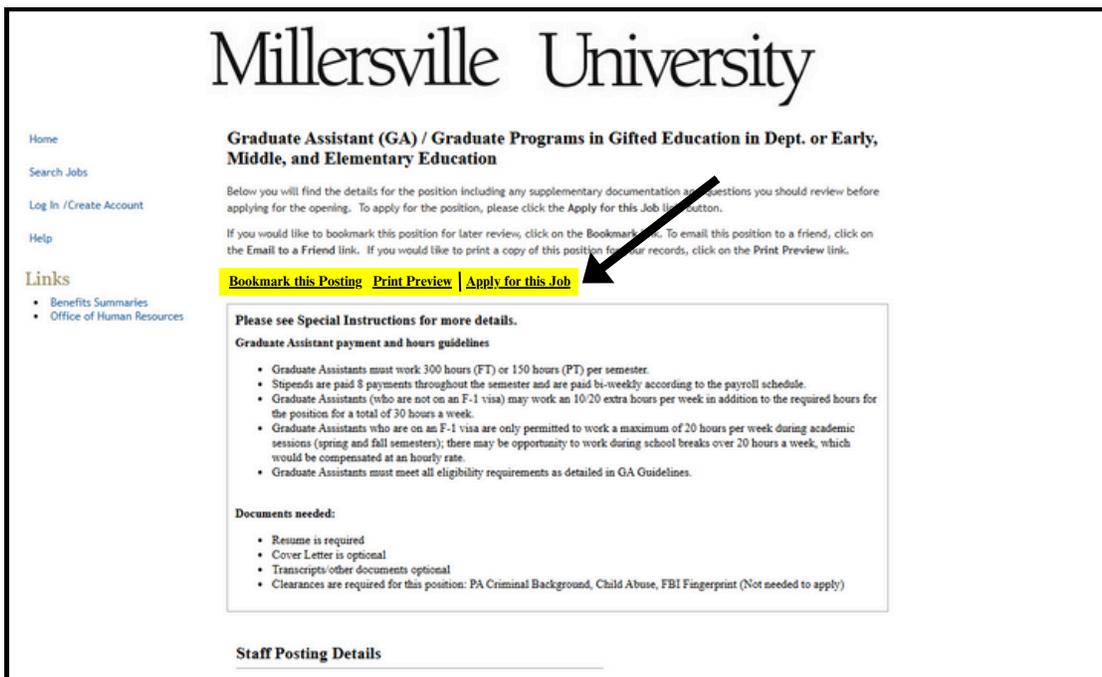
Go to search results page: [Previous](#) / [2](#) [3](#) [4](#) [Next](#)

(93)

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.

	<a href="#">Posting Number</a>	<a href="#">Department</a>
<b>Graduate Assistant (GA) / Center for Health Education and Promotion</b> Assist the peer education team in developing, implementing, and assessing student focused programming. Serve as the primary point of contact for peer education initiatives focusing on alcohol and other drugs, mental health, or healthy relationships. The Graduate Assistant will assist the Director and Secretary in data collections through assessments and surveys. <a href="#">View Details</a> / <a href="#">Bookmark</a>	Stu406P	Department of Student Workers
<b>Graduate Assistant (GA) / Department of English and World Languages</b> The English & World Languages GA supports the Graduate Coordinator in tracking and following trends in English	Stu398P	Department of Student Workers

3. Click the **Job Title** or **'View Details'** to see additional information and to apply for the position. Select **'Bookmark'** to save the job for later.
4. To apply, click **'Apply for this Job'** completing necessary



Millersville University

**Graduate Assistant (GA) / Graduate Programs in Gifted Education in Dept. or Early, Middle, and Elementary Education**

Below you will find the details for the position including any supplementary documentation and questions you should review before applying for the opening. To apply for the position, please click the **Apply for this Job** button.

If you would like to bookmark this position for later review, click on the **Bookmark** link. To email this position to a friend, click on the **Email to a Friend** link. If you would like to print a copy of this position for your records, click on the **Print Preview** link.

[Bookmark this Posting](#) [Print Preview](#) [Apply for this Job](#)

**Please see Special Instructions for more details.**

**Graduate Assistant payment and hours guidelines**

- Graduate Assistants must work 300 hours (FT) or 150 hours (PT) per semester.
- Stipends are paid 8 payments throughout the semester and are paid bi-weekly according to the payroll schedule.
- Graduate Assistants (who are not on an F-1 visa) may work an 10/20 extra hours per week in addition to the required hours for the position for a total of 30 hours a week.
- Graduate Assistants who are on an F-1 visa are only permitted to work a maximum of 20 hours per week during academic sessions (spring and fall semesters); there may be opportunity to work during school breaks over 20 hours a week, which would be compensated at an hourly rate.
- Graduate Assistants must meet all eligibility requirements as detailed in GA Guidelines.

**Documents needed:**

- Resume is required
- Cover Letter is optional
- Transcripts/other documents optional
- Clearances are required for this position: PA Criminal Background, Child Abuse, FBI Fingerprint (Not needed to apply)

**Staff Posting Details**

## Create An Account

1. If you have a current **log in**, use credentials to apply for a position.
2. To create an account, choose to log in with **Chronicle Vitae**, **LinkedIn**, or **Create An Account**.

Millersville University

Home  
Search Jobs  
Log In / Create Account  
Help

Links

- Benefits Summaries
- Office of Human Resources

**Log In**

Required fields are indicated with an asterisk \*

Username  
\*

Password  
\*

[Forgot your username or password?](#)

Log In

Log In with Chronicle Vitae

Apply for jobs faster with Chronicle Vitae.

Log In with LinkedIn

Or: **Create an Account**

## Returning Applicants

1. **Log in.** Enter your username and password which enables you to:
  - a. Edit your existing application.
  - b. Apply for new jobs without re-entering your application information.
  - c. Review the status of positions you have applied to.
  - d. View your bookmarked postings.