



Early Childhood Assistant

(Early Childhood Assistant)

Department: Child Development Center
Recruitment #: S1933
Application Deadline: Review begins immediately. Position open until filled.
Salary Range: \$2190 - \$3076

Benefits:

Western Oregon University's offers an excellent benefits package for eligible employees which includes 95% premium paid healthcare, a generous retirement and vacation package, and reduced tuition rates for employee, spouse or dependent at any of the Oregon Public Universities. <http://www.wou.edu/hr/benefits/>

Department / Job Summary:

This position is in the Child Development Center at Western Oregon University in Monmouth. The Child Development Center provides quality care and education for children 18 month to 10 years of age, paving the way for success throughout the child's school years and beyond. <http://www.wou.edu/cdc/>

This is a regular, 9-month, full-time position and is represented by the Service Employees International Union/Oregon Public Employees Union (SEIU). This position assists the teacher in providing for the care and direction of a group of children. They understand and accept the social, cultural and economic backgrounds of children and families. The Assistant's main responsibility is to aid in establishing and maintaining a nurturing learning environment that ensures children's safety and their growth and development. They help implement developmentally appropriate activities that advance all areas of children's development and learning.

We are not considering candidates who require Visa sponsorship support. Additionally, the university typically only considers visa support for employees placed in specialized positions that are continuing regular university appointments.

Working Conditions:

While performing the duties of this job, the employee is frequently required to sit; stand; stoop; bend; walk; talk; see; hear; use hands to grip; type; reach with hands and arms, occasionally required to stand or walk on uneven surfaces; climb stairs; run. This job requires strenuous physical activity, lifting up to 50 pounds, two to three time in an 8-hour day.

Minimum Qualifications:

- Minimum of twenty semester hours (thirty quarter hours) of college courses in Early Childhood Education, Child Development, or Special Education;
 - **OR** a Child Development Associate (CDA) credential;
 - **OR** one year of full-time experience in a certified day care center or comparable child care program.
- Meet the Office of Child Care's licensing requirements for teacher
- Oregon Food Handlers Card
- Oregon Recognizing and Reporting Child Abuse and Neglect training
- Pediatric First Aid and CPR Certification
- Registered in the Oregon OCC Central Background Check

Preferred Qualifications:

- Step 7 or higher in the Oregon Registry

*****A criminal background check will be required as a condition of employment***

Application Instructions:

You may submit all materials online at www.wou.edu/classified

Required application materials (PDF preferred):

1. WOU Employment Application
2. Letter of application that addresses each qualification of the position. Please include how your experience, education, and/or training might help us build a more inclusive, collaborative, and diverse community
3. Resume
4. Contact information for three references
5. Copy of unofficial transcripts for highest degree earned

As an alternative, you may also submit application materials to:

S1933, Early Childhood Assistant (FT), Human Resources, Western Oregon University, 345 Monmouth Ave N, Monmouth, OR 97361; OR E-mail to employment@wou.edu; OR fax to : 503-838-8144

Western Oregon University (WOU) is a mid-sized public comprehensive university located in the heart of Oregon's lush Willamette Valley. The university serves a large number of first-generation college students. WOU has received national recognition for its commitment and success in serving students. The campus is about 20 minutes from Salem, the state's capital, about 75 minutes from Portland, the state's cultural hub, and a short drive from the Oregon coast, mountains, and other scenic areas. The university is located in an increasingly diverse, bilingual, and rural area in the Willamette Valley. Our student body of about 4800 undergraduate and 600 graduate students enjoys a vibrant and close-knit intellectual community.

Western Oregon University is an AA/EOE/Veteran/Disability employer and is committed to fostering diversity in its student body, faculty, and staff.