



**FEDERAL WORK STUDY
ON-CAMPUS EMPLOYMENT
2017-2018 AWARD YEAR**

1. Name of Position:
Preschool Classroom Assistant
2. Supervisor and Department name:
Jennifer Patrick - Child Development Center
3. Contact Number:
(916) 691-7380
4. Location/Room Number:
CDC
5. Number of Positions Available:
5
6. Please Describe the Job Duties:
Assist classroom teachers with general housekeeping duties including but not limited to meal preparation, classroom set up and maintenance, yard set up and maintenance, cleaning toys and supplies, replenishing classroom supplies, laundry, dishwashing. Assist classroom teachers with the preparation and implementation of classroom activities as directed. Other duties as assigned
7. Any Specific Job Requirements or Skills Preferred (e.g. computer, filing, GPA, coursework):
Must be eligible for Federal Work Study through financial aid. Experience with children or in Early Childhood Education is preferred but not required. Offers of employment are contingent on applicant having a negative TB test and passing a fingerprint clearance with background check. Must show proof of immunization against pertussis and measles. Must have an influenza vaccine between August and December each year or sign a waiver.
8. List Days/Hours Needed, Unless It's Flexible:
Flexible 12-16 hours per week