STUDENT ASSISTANT
EMPLOYMENT OPPORTUNITY
(Non-Work Study)

POSITION: Child Development Center Administration - Internship

One (1) Temporary hourly-intermittent position available on or after August 04, 2015 and ending on or before May 30, 2016 in the Child Development Center. Possibility of rehire based on performance, department needs, and budget.

DUTIES: This position will assist the Director and Demonstration teacher with administrative duties to include, but not limited to:
- Supervise staff, supervision of laboratory students.
- Maintenance of environment, curriculum evaluation, and coordination of home-school communications and family education/programs.
- Perform other duties or projects as assigned.

QUALIFICATIONS:
- Undergraduate students must be registered/enrolled in a minimum of six (6) Fall/Spring units.
- Post-baccalaureate students must be registered in a minimum of four (4) Fall/Spring units in a graduate program.
- Must meet all other eligibility requirements per the Student Employment Policies (see http://www.csustan.edu/hr/EmployeeResources/HiringStudentAssistants.html).
- Possess or qualify for Child Development teacher permit required (strongly preferred).
- Preschool or infant/toddler teaching experience required.

COURSEWORK: See below
- Completion of three (3) units each of: Child Development, Early Childhood Education Curriculum, and Children & Families, required.
- Completion of Infant Development (strongly preferred).
- Completion of Administration of Early Childhood Education Programs, preferred, or can be taken concurrently.
- Enrollment in CDEV 4947.
- Successful interview & supportive references. Health clearance and TD screening. Pediatric First Aid and CPR Certification.
- Fingerprint clearance (LiveScan, FBI and DOJ). Attend Orientation Training. Once Academic Year commitment.
- The successful candidates must be fingerprinted and successfully pass a background check prior to working with minor children, which may include checks of employment records, criminal records, civil records, and motor vehicle records.

SALARY: $9.00 per hour.

APPLICATION DEADLINE: OPEN UNTIL FILLED

APPLICATION PROCEDURE: Qualified candidates should submit: 1) a completed Student Assistant Employment Application (download at http://www.csustan.edu/hr/EmployeeResources/Opportunities/Student/index.html), 2) CDC Supplemental Application (below), 3) résumé, 4) cover letter, and 5) work schedule via email, mail or in-person to:
Libby Soria, Interim Director
Child Development Center
One University Circle · Turlock, CA 95382
(209) 667-3036
LSoria@csustan.edu

A background check (which includes checks of employment records, education records, criminal records, civil records; and may include motor vehicle records, professional licenses, and sex offender registries, as position requires) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

Applicants requiring necessary accommodations to the application process may contact the Human Resources Department at (209) 667-3351. California Relay Service is available at (800) 735-2922 voice and (800) 735-2929 TDD. As a federal contractor, we are committed to attracting a diverse applicant pool. Please consider completing the Voluntary Self-Identification of Disability form (your response will not be shared with the search committee) at: http://www.dol.gov/ofccp/regs/compliance/sec503/Voluntary_Self-Identification_of_Disability_CC-305_SD_Edr124.14.pdf

THE INDIVIDUALS WHO APPEAR TO BE THE BEST QUALIFIED FOR THIS POSITION WILL BE CONTACTED BY TELEPHONE FOR AN INTERVIEW

THE ANNUAL CAMPUS SECURITY AND FIRE REPORT INCLUDES STATISTICS FOR THE PREVIOUS THREE YEARS CONCERNING REPORTED CRIMES THAT OCCURRED ON CAMPUS. IN CERTAIN OFF-CAMPUS BUILDINGS OR PROPERTY OWNED OR CONTROLLED BY STANISLAUS STATE AND ON PUBLIC PROPERTY WITHIN, OR IMMEDIATELY ADJACENT TO AND ACCESSIBLE FROM THE CAMPUS. THE REPORT ALSO INCLUDES INSTITUTIONAL POLICIES CONCERNING CAMPUS SECURITY, SUCH AS ALCOHOL AND DRUG USE, CRIME PREVENTION, THE REPORTING OF CRIMES, SEXUAL ASSAULT AND, CAMPUS FIRE STATISTICS. YOU CAN OBTAIN A COPY OF THIS REPORT AT: HTTPS://WWW.CSUSTAN.EDU/UPD/PAGES/CAMPUSECURITYREPORTS/INDEX.HTML.

PUBLIC SAFETY @ CSUS T A.
INFORMATION REGARDING CAMPUS SECURITY REPORTS AT OTHER LOCATIONS CAN BE FOUND AT:
HTTP://OPE.ED.GOV/SECURITY:
CLERY ACT: IN COMPLIANCE WITH THE JEANNE CLERY DISCLOSEMENT OF CAMPUS SECURITY POLICY AND CRIME STATISTICS ACT, CRIME REPORT STATISTICS ARE AVAILABLE AT: WWW.CSUSTAN.EDU/UPD/PAGES/CAMPUSCRIMESTATISTICS/INDEX.HTML.
THE UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE AGAINST PERSONS ON THE BASIS OF RACE, RELIGION, COLOR, ANCESTRY, AGE, DISABILITY, GENETIC INFORMATION, GENDER, GENDER IDENTITY, GENDER EXPRESSION, MARITAL STATUS, MEDICAL CONDITION, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, COVERED VETERAN STATUS, OR ANY OTHER PROTECTED STATUS. ALL QUALIFIED INDIVIDUALS ARE ENCOURAGED TO APPLY.

CSU STANISLAUS Hires ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. THE PERSON HOLDING THIS POSITION IS CONSIDERED A ‘MANDATED REPORTER’ UNDER THE CALIFORNIA CHILD ABUSE AND NEGLECT REPORTING ACT AND IS REQUIRED TO COMPLY WITH THE REQUIREMENTS SET FORTH IN CSU EXECUTIVE ORDER 1083 AS A CONDITION OF EMPLOYMENT.

INFORMATION CONTAINED IN THIS ANNOUNCEMENT MAY BE SUBJECT TO CHANGE WITHOUT NOTICE
**CSU Stanislaus Child Development Center**
**Supplement to Employment Application**

**NAME ________________________________ Date ________________**

**Last**  
**First**  
**Middle**

**Emergency Contact ___________________________ Phone ________________**

**Are you a student at CSU Stanislaus?**  
☐ yes  ☐ no

**Are you 18 years of age or older?**  
☐ yes  ☐ no

**Year in school:**  
☐ freshman  ☐ sophomore  
☐ junior  ☐ senior

**Major:**

**Anticipated Graduation Date:**

**Coursework related to child development**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>College Where Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Have you taken coursework regarding:**

<table>
<thead>
<tr>
<th>Families</th>
<th>☐ yes  ☐ no</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infant Development</td>
<td>☐ yes  ☐ no</td>
</tr>
<tr>
<td>ECE Curriculum</td>
<td>☐ yes  ☐ no</td>
</tr>
<tr>
<td>Administration of ECE Programs</td>
<td>☐ yes  ☐ no</td>
</tr>
<tr>
<td>No</td>
<td>☐ yes  ☐ no</td>
</tr>
</tbody>
</table>

**Do you have a California CDEV permit?**

☐ yes  ☐ no

**If yes, which one and when does it expire?**

**Indicate your session preference (1st, 2nd, 3rd)**

MWF am____  MWF pm_____

TTH am____  TTH pm____  Lunch Bunch_____

**Briefly outline your career goals**
### Preschool Work Experience

<table>
<thead>
<tr>
<th>Employer &amp; Address</th>
<th>Supervisor</th>
<th>Dates Worked</th>
<th>Duties</th>
<th>Salary</th>
<th>Reason for Leaving</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Have you had a tuberculin skin test within one year?**  
Yes ☐  No ☐