STUDENT ASSISTANT
EMPLOYMENT OPPORTUNITY
(Non-Work Study)

POSITION: Child Development Center Special Projects

JOB NUMBER: #SA-3758

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 perform duties to include, but not limited to:

- Understanding of children’s nutrition and development.
- Ability to plan well-balanced menus for children. Coordinate menus and nutrition information for parents & children.
- Coordinate and purchase supplies for menus and weekly activities. Organize/clean kitchen.
- Perform other duties 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).
- Good written communication skills, budget and light bookkeeping experience.
- Demonstrated good written communication. Understanding of children’s nutrition and development
- Assist Director, Demonstration Teacher, and Administrative Coordinator with other duties as assigned.
- Health clearance and TB screening. Pediatric First Aid and CPR Certification.
- The successful candidates must be fingerprinted and successfully pass a background check prior to working around 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/Employment_Opportunities/Student/index.html), 2) CDC Supplemental Application (below), 3) résumé, 4) cover letter, and 5) available 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

All sensitive positons will require that a background check (which may include: checks of employment records, criminal records, civil records, motor vehicle records, and sex offender registries, as position requires) 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_Edit1_24.14.pdf

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 HIRE 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. CLERY ACT: IN COMPLIANCE WITH THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CRIME STATISTICS ACT, CRIME REPORT STATISTICS ARE AVAILABLE AT: WWW.CSUSTAN.EDU/UPD/PAGES/CAMPUSCRIMESTATISTICS/INDEX.HTML

INFORMATION CONTAINED IN THIS ANNOUNCEMENT MAY BE SUBJECT TO CHANGE WITHOUT NOTICE
<table>
<thead>
<tr>
<th>Coursework Related to Child Development</th>
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<td><strong>Course #</strong></td>
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**Have You Taken Coursework Regarding:**
- **Families**
  - [ ] Yes
- **Infant Development**
  - [ ] Yes
- **ECE Curriculum**
  - [ ] Yes
- **Administration of ECE Programs**
  - [ ] Yes

**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**

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<tr>
<th>Employer &amp; Address</th>
<th>Supervisor</th>
<th>Dates Worked</th>
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**HAVE YOU HAD A TUBERCULIN SKIN TEST WITHIN ONE YEAR?**  
Yes ☐  No ☐