



Early Childhood Assistant (9-month position)

Recruitment #: S2495
Review Date: Immediate review | Open until filled
Department: Child Development Center/Student Affairs
Salary Rate: \$2878 - \$3640 [[Salary Steps](#)]

About Western Oregon University:

Western Oregon University is a regional public, mid-sized university – committed to changing lives, strengthening communities and transforming our world. Located in Monmouth, the heart of Oregon's lush Willamette Valley, WOU is about 20 minutes from Salem, the state's capital and about 75 minutes from Portland, the state's cultural hub.

Western is one of Oregon's oldest public institutions of higher education and was incorporated into the state system as a teacher training institution in 1882. The university offers undergraduate and graduate degrees in arts and sciences, education and professional areas. It's known for small class sizes, a focus on sustainability and a diverse liberal arts education in a student-centered environment. Western is an emerging Hispanic Serving institution, with 41% of undergraduates being students of color.

Position Summary:

Child Development Center Early Childhood Assistants play a vital role in supporting the Center's philosophy and goals by helping to create a nurturing and engaging learning environment. They work closely with teachers to provide care, guidance, and developmental support for groups of children. In this role, they are sensitive to the diverse social, cultural, and economic backgrounds of children and families. Their primary responsibility is to assist in maintaining a safe and supportive space where children can thrive, while also helping to implement developmentally appropriate activities that promote growth in all areas of children's learning and development.

[Click here](#) for the complete position description which includes knowledge areas and preferred qualifications.

Required Qualifications:

- High School Diploma or equivalent (GED)
- 1-2 years' experience working in a licensed childcare setting
- Currently possess or must be able to obtain clearance with Oregon Central Background Registry (CBR) clearance before starting position (can take up to 6-8 weeks)
- Pediatric First Aid/CPR/AED Certified (or able to obtain)
- Food Handlers Certificate (or able to obtain)
- Currently possess training for childcare licensing (or able to obtain) in the following areas:
 - *Recognizing and Reporting Child Abuse and Neglect (RRCAN)
 - *Introduction to Child Care Health and Safety (ICCHS)
 - *Foundations of Learning (FoL)
- Annually obtain twenty (20) hours of continuing professional development training.

Required Application materials: You may submit all materials online at www.wou.edu/prostaffapp

1. WOU Employment Application form [available here](#) - classified/faculty
2. Cover Letter that addresses your qualifications for the position.
3. Resume/CV

Background/Education Check:

A criminal background check will be completed as a condition of employment. Education checks are processed for positions requiring a formal degree as a minimum requirement.

Benefits:

Western Oregon University 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/>

Equal Employment Opportunity:

Western Oregon University is an equal opportunity employer that is committed to diversity, equity and inclusion in the workplace. We celebrate our inclusive work environment and encourage people of all backgrounds and perspectives to apply. We embrace our differences, and know that our diverse team is a strength that drives our success.

Accommodation Requests:

Western Oregon University is committed to developing a barrier-free recruitment process and work environment. If you would like to request disability-related accommodation(s) to participate in a WOU activity or event, please complete the [online request form](#) at least three (3) business days in advance. If you have questions, contact Disability Services (ODS) at 503-838-8250 or ods@wou.edu.

Veterans Preference

Applicants are eligible to use Veterans' Preference when applying with Western Oregon University in accordance with ORS 408.225, 408.230 and 408.235; and OAR 105-040-0010 and 105-040-0015. Preference will be given only if the applicant meets the minimum criteria of the position and electronically attach the required documentation at the time of application. For information regarding Veterans' Preference qualifications, visit <http://www.oregonjobs.org/DAS/STJOBS/vetpoints.shtml>

To stay informed about the progress of this search, we invite and encourage you to explore our career page at wou.edu/hr/employment/jobs/. Unfortunately, due to the volume, it is challenging for us to offer individual updates on the status of each application, and for that, we sincerely regret any inconvenience. We thank you for your patience and interest in employment at Western Oregon University.