

Job Posting Date: April 30, 2018

Application Review Date: June 25, 2018 at 4:00pm

Job Title: Classroom Aide

Location: Grand Forks, ND (3 positions) – available immediately

Compensation: \$10.18/hour; Non-benefitted

FLSA: Non-Exempt

Position Details: 12 month position; part-time (20 hours/week)

Who can apply: Internal/external candidates eligible to work in the United States

Job Description: Mayville State University Child Development Programs is hiring classroom aides to float at the Grand Forks site. These positions are responsible for assisting teachers in providing classroom educational services to children. Floats work throughout the entire site helping out with all classrooms and work with children ages 0-5. Applicants must have great communication and organizational skills. Duties include, but are not limited to: assisting with curriculum implementation, participating in evaluations of learning progress, and providing a safe, educational environment for the children.

Minimum qualifications:

- High School Diploma or GED
- Experience working with children birth to age 5 and their families
- Valid Driver's License

Preferred qualifications:

- CDA Credential or AA ECE
- Experience with Head Start/Early Head Start regulations

Applicants should submit the following materials:

1. [MaSU Employment Application](#)
2. A letter of application
3. A current resume
4. The names of 3 professional references and 1 personal reference (labeled accordingly) with each person's position, e-mail address, and telephone number
5. Copy of transcript

Send application materials to: JoAnna Nielson, MSU CDP HR Coordinator, 330 3rd Street NE, Mayville, ND 58257 or email to joanna.haugen@mayvillestate.edu.

For specific questions regarding this position, contact JoAnna Nielson, MSU CDP HR Coordinator, at (701) 788-4661. Current/former MSU CDP parents that meet qualifications are encouraged to apply. Employment is contingent upon Policy Council approval, ability to pass criminal record check, and ability to pass a health exam.

MaSU is an Equal Opportunity Employer and encourages applications from diverse candidates and candidates who support diversity. ND veteran's preference laws apply to this position. Veterans claiming preference must submit all proof of eligibility by the closing date. Proof of eligibility includes a DD-214 and if claiming disabled status, a current letter of disability. The state of North Dakota has an open records law; therefore, your application could be subject to review upon request. A criminal history background check must be satisfied prior to employment.

ND Relay: <http://www.relaynorthdakota.com/>