

Job Posting Date: April 30, 2018

Application Review Date: June 18, 2018 at 4:00pm

Job Title: Classroom Aide

Location: Preschool Aide – Hillsboro, ND (12 month position) – available immediately

Compensation: Dependent on education
12 month position with a CDA Credential – \$20,767
12 month position with an AA ECE or higher – \$21,805

Competitive fringe benefit package to include:

- Employer paid full family coverage for health insurance
- Retirement plan
- Education tuition waiver benefits
- Additional benefits can be found by [clicking here](#).

FLSA: Non-Exempt

Position Details: see more detail in location section above; full-time (40 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 a Preschool Aide at the Hillsboro site who is responsible for assisting teachers in providing classroom educational services to children. This position cares for children ages 3-5. 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:

- ***Qualifying degrees (if not qualified, must have high school diploma or GED):***
 - CDA Credential
 - AA ECE
 - BA ECE
 - BSED ECE
 - BSED Elem Ed with ECE Minor
 - Degrees in Child Development and Family Sciences may be acceptable; transcript will be checked after submission of required application materials
- Experience working with children birth to age 5 and their families
- Valid Driver's License

Preferred qualifications:

- 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.

Job Posting Date: April 30, 2018

Application Review Date: June 18, 2018 at 4:00pm

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/>