

Work Study Job Description
University of Montana Western
710 S Atlantic St. Dillon MT 59725

Department: Education/ECE Program

Department Head: Estee Aiken

ECE Coordinator: Nanci Waterhouse

Classification/Name of Position: Childcare Assistant

Student's Supervisor: Nanci Waterhouse

Office/Location: Main Hall

Email Address: before August 1st, please contact Aaron Cashmore aaron.cashmore@umwestern.edu after August 1st please contact Nanci: nanci.waterhouse@umwestern.edu

Phone #: 406-683-7320 for Aaron Cashmore

Qualifications for the position & the specific qualifications for the various levels/rates of pay associated with the position:

Must be willing to submit a background check; positive attitude; reliable; and patient.

Preferred qualifications: Early Childhood or Elementary Education major and experience working with young children.

Purpose/Role of the position:

The purpose of this position is to support child development.

Duties/Responsibilities of the position & how they relate to the purpose/goal:

The childcare assistant will support children in a preschool setting. Assistants will be asked to engage children in learning activities such as reading, math games, art, building with blocks, and outdoor play. Assistants will be expected to help set up for meals and clean up as required.

The Financial Aid Office will submit evaluations to each department prior to the end of each semester.