

MULTNOMAH



UNIVERSITY

# STUDENT EMPLOYMENT OPPORTUNITY

**Posting Date:** 12/10/13

**Department:** Montavilla Community Center

**Position:** Preschool Classroom Assistants

**Supervisors:** Vanessa King, Karen Birt

**Hours per Week:** varies based on schedule

**# of Jobs Available:** 2

## Job Description:

### The Ideal Preschool Assistant:

Will assist preschool teacher as needed; will interact with children ages 2-5; be a positive role model. Individual should enjoy young children, possess good communication skills, be able to take direction from lead teacher. Knowledge in any of the following areas is a plus; music, art, creative movement, active games, early childhood education.

### Description of Duties:

- Assist on-site educational preschool activities in a classroom setting.
- Set-up & clean-up of activities; assists in classroom student management, as requested.
- Plan & implement room decorations & set-up learning stations.
- Work with individual students, as requested.
- Provide information to the public concerning recreation programs.

### Work Schedule:

Staff must be available to work 15–30 minutes prior to and following each class session. Assistants needed for the following class sessions:

Fall & Spring semesters:

T/Th

9am-11am

9-11:30am

Noon-2:30pm

12:30-2:30pm

M/W

9am-10:30am

11am-12:30pm

1-3pm

M/W/F

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MULTNOMAH UNIVERSITY

8435 NORTHEAST GLISAN STREET PORTLAND, OREGON 97220 PHONE: 503.255.0332 TOLL FREE: 800.275.4672 WEB: WWW.MULTNOMAH.EDU

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9am-11:30am  
12:15-2:45pm

**Experience & Skills Needed:**

- Provide a high level of customer service in all interactions with the general public, co-workers, and those contacted within the course of work.
- Ability to take initiative, be creative in developing support materials, understand age levels & abilities of children 2 ½-6 years.
- Ability to establish effective working relationships with lead teacher, parents & recreation staff.

MUST HAVE FEDERAL WORK STUDY TO APPLY

**To Apply:** Submit a completed application and one page resume (optional) to the hiring supervisor for this position. Please turn those in at the supervisor's office, not the Student Employment office. If available, bring your class schedule with you when you drop off your application. If the supervisor thinks you may be a good fit for the position they will contact you directly to set up an interview.

Applications can be turned in at  
**Montavilla Community Center**  
8219 NE Glisan  
Portland, OR 97220  
(503) 823-4101

**If you have questions regarding this position please contact: Vanessa King:**  
[vanessa.king@portlandoregon.gov](mailto:vanessa.king@portlandoregon.gov), 503-823-4101.

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