

Associated Students, Inc.  
California State University, Dominguez Hills

Job Description  
**STUDENT ASSISTANT**  
Children's Center

Class: Non-Exempt

Rate: \$10.90 per hour

Classification: Student Employee Level II

Work Schedule: Up to 20 hours per week, preferably in 3 to 4 hour blocks of time. The Children's Center operating hours are Monday-Thursday, 7:30am-6:00pm and Friday 7:30<sup>am</sup>~~pm~~-5:00pm.

#### GENERAL STATEMENT

To support the mission of ASI and the philosophy of the Children's Center, a Student Assistant assists the teaching staff under the direction of the Master Teacher and the supervision of the Program Director. The primary focus of the Student Assistant is to support the classroom teachers in providing a healthy, safe, and age appropriate environment and program where young children (2 to 5 years of age) have the opportunity to develop social emotional, language, and cognitive skills.

#### MINIMUM QUALIFICATIONS

- 6 Units in Early Childhood Education (ECE) or Child Development (CD).
- Current certification of Pediatric and Adult CPR and First Aid. (preferred)
- Must successfully pass background check, fingerprinting and health screening (including negative TB test and verification of immunizations) prior to employment or initial presence in the facility.

#### SKILLS AND PHYSICAL REQUIREMENTS:

- Regularly required to stand; walk; reach with hands and arms; climb; balance; stoop; kneel; visually scan environment to insure child safety indoors and outdoors; sit; and use hands.
- Daily set up of large motor equipment outdoors.
- Use of office machines and facility equipment.
- Ability to lift and carry up to 40 pounds
- Must possess effective verbal, writing, and interpersonal communication skills.
- Must be flexible to work in different classrooms with ethnically diverse and culturally pluralistic children, families, college students, and staff.
- Enthusiastic about working with young children, 2 to 5 years old.

#### SPECIFIC DUTIES AND RESPONSIBILITIES

- Monitor children and the physical environment at all times by sight and sound. Enforce all safety rules of the program according to the Children's Center Policy and Procedure Manual.
- Assist in the care and supervision of children in the indoor and outdoor activities, and on campus walking excursions.
- Observe children closely enough to be aware of any changes in behavior and health.
- Assist teachers in helping the children during routines and transitions.
- Understand and use positive behavior techniques that help each child to develop self-regulation.
- Set up learning centers to create thoughtful and engaging, age appropriate activities, indoor and outdoor, under the direction of the Lead Teacher.
- Assist the classroom teaching staff in promoting language development through storytelling, music, conversation, book reading, and pretend play.



# Application for Student Assistant Employment

Associated Students, Inc.  
 California State University, Dominguez Hills  
 1000 East Victoria Street  
 Carson, CA 90747  
 Phone: 310 243-3686 Fax: 310 516-3890 www.asicsudh.com

Position Title: \_\_\_\_\_

Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Street Apt # City State Zip Code

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_ GPA: \_\_\_\_\_

Do you have a California Driver's License?  Yes  No  
 If hired, are you legally authorized to work in the U.S.?  Yes  No  
 If hired, can you provide proof of your legal right to work in this country?  Yes  No  
 Have you ever been discharged from any position(s)?  Yes  No

If yes, explain: \_\_\_\_\_

Name, relationship and department of any close relative working for California State University, Dominguez Hills or its auxiliaries.

Have you ever been convicted of a crime?  Yes  No  
(exclude conviction under Health and Safety Code 11357(b), (c); 11360; 11364; 11550; or a statutory predecessor thereof, over two (2) years from the date of such a conviction)

If yes, please explain: \_\_\_\_\_  
(Note: A conviction is not an automatic bar to employment. Each Case will be considered on its own merits.)

**Schedule:** Please indicate what dates and times you would be able to work.

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00am							
9:00am							
10:00am							
11:00am							
12:00pm							
1:00pm							
2:00pm							
3:00pm							
4:00pm							
5:00pm							
6:00pm							
7:00pm							

**Additional Questions:** On a separate sheet of paper, answer the following questions.

1. Why do you desire to work in Associated Students, Inc.?
2. Briefly describe any previous leadership experience you have or activities you have been involved with (on or off campus).
3. What qualities do you possess that makes you best suited for this position?
4. What are your special skills or abilities?

**Employment History:** List present or most recent employer first, attach additional sheet of paper if necessary.

Dates: Mo/Yr \_\_\_\_\_ Employer's Name and Address \_\_\_\_\_ Supervisor's Name and Telephone Number \_\_\_\_\_  
 From: \_\_\_\_\_  
 To: \_\_\_\_\_  
 Your Title: \_\_\_\_\_ Monthly Salary \_\_\_\_\_ / \_\_\_\_\_  
beginning ending  
 No. of hours per week spent working \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
 Duties: \_\_\_\_\_

Dates: Mo/Yr \_\_\_\_\_ Employer's Name and Address \_\_\_\_\_ Supervisor's Name and Telephone Number \_\_\_\_\_  
 From: \_\_\_\_\_  
 To: \_\_\_\_\_  
 Your Title: \_\_\_\_\_ Monthly Salary \_\_\_\_\_ / \_\_\_\_\_  
beginning ending  
 No. of hours per week spent working \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
 Duties: \_\_\_\_\_

Dates: Mo/Yr \_\_\_\_\_ Employer's Name and Address \_\_\_\_\_ Supervisor's Name and Telephone Number \_\_\_\_\_  
 From: \_\_\_\_\_  
 To: \_\_\_\_\_  
 Your Title: \_\_\_\_\_ Monthly Salary \_\_\_\_\_ / \_\_\_\_\_  
beginning ending  
 No. of hours per week spent working \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
 Duties: \_\_\_\_\_

List two people who have knowledge of your qualifications for the position. Do not list relatives.

Name \_\_\_\_\_ Occupation/Title \_\_\_\_\_ Phone Number (including area code) \_\_\_\_\_

Name \_\_\_\_\_ Occupation/Title \_\_\_\_\_ Phone Number (including area code) \_\_\_\_\_

Past employers will be contacted for references. May we contact your present employer?  Yes  No

I understand that the initial screening of my qualifications will be based on the material submitted in this application and its attachments. I understand this material must be as complete as possible. I understand that whether or not I am called for a personal interview will be determined by the information included in or received with this application and failure to provide sufficient information which shows evidence of meeting minimum qualifications will result in disqualification or nonconsideration.

I certify that the statements and answers made by me on this application are truthful and accurate, to the best of my knowledge, and that any misstatement of material facts may subject me to disqualification or dismissal or discharge after appointment. I understand that during employment my inability to perform at the stated level of skill may lead to my termination. I also understand that if hired, I must provide documentation attesting to my identity and current authorization to work in the United States, as required by the Immigration Reform and Control Act of 1986.

I understand and hereby authorize Associated Students, Inc. to investigate my references and verify my GPA with the University. I understand that employment is contingent on successful completion of the probationary period.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Associated Students, Inc. is an equal opportunity/affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, creed, color, religion, marital status, national origin, sex, sexual orientation, handicap and/or within the limits imposed by law, university regulations, age and citizenship. Upon request, reasonable accommodation will be provided to individuals with protected disabilities to (a) complete the employment process and (b) perform essential job functions when this does not cause an undue hardship.