Western Oregon UNIVERSITY
Human Resources
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Early Childhood Assistant [Part-Time]

Recruitment #: S2658
Review Date: Immediate review | Closing on 9/24/26
Department: Child Development Center
Hourly Rate: $17.53 - $22.17

About Western Oregon University:
Western Oregon University is a regional public, mid-sized university – committed to changing lives, strengthening communities and transforming our world. Located in Monmouth, the heart of Oregon's lush Willamette Valley, WOU is about 20 minutes from Salem, the state's capital and about 75 minutes from Portland, the state's cultural hub.

Western is one of Oregon's oldest public institutions of higher education and was incorporated into the state system as a teacher training institution in 1882. The university offers undergraduate and graduate degrees in arts and sciences, education and professional areas. It's known for small class sizes, a focus on sustainability and a diverse liberal arts education in a student-centered environment. Western is a Hispanic Serving institution, with over 40% of undergraduates being students of color.

Position Summary:
Child Development Center Early Childhood Assistants are professionals who implement the Center's philosophy and goals. This person assists the teacher in providing for the care and direction of a group of children. They understand and accept the social, cultural and economic backgrounds of children and families. The Assistant's main responsibility is to aid in establishing and maintaining a nurturing learning environment that ensures children's safety and their growth and development. They help implement developmentally appropriate activities that advance all areas of children's development and learning.

This position is funded through external grant support. Employment beyond the current funding period is not guaranteed and will depend on the availability of future funding and ongoing performance.

Click here for the complete position description which includes knowledge areas and preferred qualifications.

Required Qualifications: Please ensure your application materials clearly demonstrate how you meet the following:

- High School Diploma or equivalent (GED)
- Minimum of one (1) year experience working in a licensed childcare setting.
- Oregon Central Background Registry (CBR): Already have CBR clearance or be able to obtain it before starting. The process can take 6–8 weeks.
- Pediatric First Aid/CPR/AED: Already be certified or be willing to obtain certification.
- Food Handler's Certificate: Already have one or be willing to obtain one.
- Child-care licensing training: Already have, or be able to complete, training in:
    - Recognizing and Reporting Child Abuse and Neglect (RRCAN)
    - Introduction to Child Care Health and Safety (ICCHS)
    - Foundations of Learning (FoL)
- Continuing education: Complete 20 hours of professional development training every year

How to Apply: Please upload the following required materials within the application portal.

Applications missing any of the required documents will not move forward for consideration. Please include

only the materials listed below:

1. WOU Employment Application form
2. Resume
3. Reference form available here

Background and Education Verification:
As a condition of employment, the selected candidate must successfully complete a criminal background check. For positions that require a formal degree as a minimum qualification, the university will also verify educational credentials.

Equal Employment Opportunity:
Western Oregon University is an equal opportunity employer. We do not discriminate based on race, color, national origin, gender, gender identity, sexual orientation, age, disability, religion, veteran status, or any other characteristic protected by law. We embrace our differences and know that our diverse team is a strength that drives our success.

Requests for Accommodation:
Western Oregon University is committed to developing a barrier-free recruitment process and work environment. Applicants who need disability-related accommodations to participate in the application or hiring process are encouraged to contact leaveandaccommodations@wou.edu.

Veterans Preference
Applicants are eligible to use Veterans' Preference when applying with Western Oregon University in accordance with ORS 408.225, 408.230 and 408.235; and OAR 105-040-0010 and 105-040-0015. Preference will be given only if the applicant meets the minimum criteria of the position and electronically attach the required documentation at the time of application. For information regarding Veterans' Preference qualifications, visit http://www.oregonjobs.org/DAS/STJOBS/vetpoints.shtmlq

Due to the high volume of applications we receive, we are unable to provide individual updates on application status. Applicants are encouraged to regularly check the status of the search through the WOU employment website. We appreciate your interest in employment at Western Oregon University and thank you for considering WOU as your employer.