



POSITION: Part-Time Child Enrichment Center Assistant

CAMPUS: Swainsboro

POSITION DESCRIPTION:

Under close supervision of lead teacher, helps to plan, prepare and implement developmentally appropriate activities for children attending the Child Enrichment Center at Southeastern Technical College. Observes and evaluates individual children. Assists children by meeting their physical needs. Assists with meal preparation, feeding of children, and play activities.

MINIMUM QUALIFICATIONS (Educational/Occupational Experience):

A TCC in early childhood care and education is required; a diploma is preferred. Must have prior experience working with young children. Successful criminal background check, fingerprint records check, and drug screen are required.

SALARY/BENEFITS:

Salary is commensurate with education and experience.

APPLICATION INSTRUCTIONS:

All application packets MUST be completed via the Online Job Center at www.southeasterntech.edu/about-stc/employment.php. As part of the application process, interested candidates will also be required to upload other documents such as a resume and transcripts (see job center listing for more details). For more information regarding this position or application instructions, please contact the Human Resources Office at 912-538-3147 or bwilcox@southeasterntech.edu.

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