



## Work Study Job Description Elementary Education

**Location:** Elementary Education Offices

**Name and Classification of Position:** Elementary Education Assistant I

**Supervisor:** Tara Graves

**Rate of Pay and Expected Hours of Work:** \$10.50/hour, 10-29 hours per week\*

**Eligibility:** Must be MN State or Federal Work Study Eligible\*\*

**Purpose and Role of Job within the College:** Assist with Elementary Education Staff in preparing for recruitment, and other office duties. Assist Elementary Staff to prepare for the Elementary Education four-year degree program.

### **Duties and Responsibilities:**

- Filing paperwork, coursework, student files and assisting with program events.
- Organizing Program Library of children's books, college resource materials, student resources.
- Assist with preparing of presentations and events within the program

**Qualifications and Required Skills:** An understanding of professionalism in the education field. Good communication, orally and written. Knowledge of the Elementary Education Program.

**Specific Qualifications for Higher Job Classification:** An understanding of the Minnesota Professional Education Licensing Standards Board

**Learning Objectives:** To gain a better awareness of the process of day to day operations in providing a successful education program. Understand and demonstrate the meaning of teamwork.

**After checking with the financial aid office for eligibility,** interested students should email Tara Graves [tgraves@fdltcc.edu](mailto:tgraves@fdltcc.edu) with:

- Availability
- Your contact information
- Previous work experience

\* Schedules and evaluations will be discussed with your supervisor. See the financial aid office and [Work Study Handbook](https://fdltcc.edu/PDF/WorkStudyHandbook.pdf) (<https://fdltcc.edu/PDF/WorkStudyHandbook.pdf>) for more information.

\*\*Federal and State Work Study positions run from the first day of school to the last day of the semester of which you are attending. You may also work during the summer if you take 6 credits during the summer and/or sign an agreement that you plan to attend the next fall.

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