Work Study Job Description
Elementary Education

Location: Elementary Education Offices

Name and Classification of Position: Elementary Education Assistant

Supervisor: Tara Graves

Rate of Pay and Expected Hours of Work: $13.00/hour, 10-29 hours per week*

Employment Dates: July 1, 2022, through June 30, 2023

Eligibility: Must be Federal or State Work Study Eligible. Must be enrolled in 6 credits or more. 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.

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 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) for more information.

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