Educational Assistant
Limited Term Employment (LTE), 06-10

Type of Employment: Part Time
3 vacancies
These are temporary positions.

Location: Eagle’s Wing Child Care, University Apartments Community Center, 611 Eagle Heights
Click here to see a campus map

Department: University Apartments

Compensation:
- $12.575 or 12.845/hour (depending on qualifications)
- To be hired at the higher rate, applicant must have completed three credits in Child Development, Early Childhood Education, Child Psychology, OR a 40-hour class "Introduction to the Child Care Profession".
- This position is not eligible for most available UW benefits

Requirements:
- First-time employee must complete a physical exam (at their own cost) and provide proof of a negative TB skin test prior to the first day of employment.
- Ability to bend, squat, kneel, reach overhead, sit on floor, and sit on small chairs 12 inches off the floor, continuously throughout the day.
- Ability to lift and/or catch a child weighing up to 60 pounds frequently throughout the day.
- Ability to move and run during large motor activities frequently throughout the day.
- Ability to visually monitor children continuously throughout the day.

Position Summary:
University Apartments is a department within the Division of University Housing at the University of Wisconsin-Madison. As a student service organization, University Apartments provides on-campus housing, programs, and services for our residents. These services actively support the mission of the University while also meeting the needs of students, families, and guests by fostering the development of a residential community. The University Apartments staff provides these services to a community of approximately 3,000 residents in 1,247 apartments on 83 acres, who are primarily graduate students.

University Housing is an essential services provider and all University Housing employees are part of this commitment to our residents and guests. University Housing is unique from many other state agencies and university departments because we cannot close as our services must be maintained at all times.

University Housing values diversity and is an Equal Opportunity/Affirmative Action employer
staff, post-docs and their families; many of whom are international. All programs and services sponsored by University Apartments are funded through rent or user fees.

The primary responsibility of the Eagle's Wing Educational Assistant is to provide care for children in a child initiated environment. This includes providing supervision and management for a classroom of children. The position will work with Toddler, Preschool and/or School-age children as assigned. See Section D for individual job additions depending on which group assigned to: Toddler, Preschool or School-age.

**Position Descriptions and schedule information:** Click on CPO# to view full position description and schedule

- CPO 92350
- CPO 92518
- CPO 92519

**How to Apply:**
- Submit a cover letter, resume, and a list of a minimum of three professional references.
- To submit application materials:
  - Email: hr@housing.wisc.edu
  - Fax: 608-265-8724
- Applications accepted until positions are filled
- A criminal background check will be conducted on finalist(s)
- Wisconsin Caregiver Conviction Check will be conducted on finalist(s)
- Questions regarding the position or selection process should be directed to:
  
  Daniel Rosen
  
  University Housing Human Resources
  
  Slichter Hall, 625 Babcock Drive
  
  Madison, WI 53706-1213
  
  (608) 262-2766 or email hr@housing.wisc.edu

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