

Job Vacancy Announcement
for
Publication on the Early Childhood Project Job Board



Job Information

Job Title: Early Childhood Education Program Administrator

Program Name: MSU Child Development Center and ASMSU Early Learning Center

Location of Job: Bozeman- Montana State University campus

Hours/week: 40 hours/week

Wage/Salary: \$17.00-21.25

Job Description:

The Early Childhood Education Program Administrator will provide administrative, fiscal, and personnel support to the ASMSU Early Learning Center and MSU Child Development Center under the guidance and direction of the Early Childhood Education Program Manager.

Job Requirements

Education:

Undergraduate degree in Early Childhood Education, Child Development, or related degree
Knowledge of Montana childcare licensing and CACFP regulations
Ability to be approved as a Director through Montana childcare licensing

Experience:

Three years of direct experience in a licensed or registered childcare facility.
Experience providing administration, leadership, and supervision in an early childhood education setting.

Other Requirements: _____

Application Requirements

Application Requirements:

apply online at:
<https://jobs.montana.edu/postings/31930>

Application Deadline: open until filled

Contact Name: Deidre Hodgson

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The Job Board is provided for informational purposes only. The Early Childhood Project does not endorse any particular ECE organization or guarantee job placement.

***Please send completed form to ecp@montana.edu**