



Child Development Lab

SCHOOL OF HUMAN ECOLOGY
UNIVERSITY OF WISCONSIN-MADISON

UW Child Development Lab Administrative Intern Job Description - Spring 2022

Job Title: Child Development Lab Administrative Intern

Major: SoHE students will get priority for CDL Administrative Internships

Mission of the UW Child Development Lab: The mission of the UW Child Development Lab is three-fold: 1) to facilitate and assist faculty and students in conducting scholarly research; 2) to prepare the next generation of early childhood professionals by offering opportunity for UW students to intern, volunteer, and observe in the CDL; and 3) to provide high quality early education programs for children and engage with the community to improve the lives of children and families. The UW Child Development Lab offers year-round early education programs for children from six weeks of age until they attend kindergarten. The CDL provides developmentally- and culturally-appropriate early learning experiences for children in safe, relationship-based classrooms. Each of our seven classrooms is staffed with two highly-trained lead teachers that provide guidance and mentorship to assistant teachers, volunteers, and interns. We strive to provide our UW students with carefully supervised training and opportunities for reflection that are associated with their course of study. We model best teaching and learning practices based on research and contemporary theories of child development. An integral component of our developmental curriculum is learning through inquiry. In addition, the CDL has 3 observation booths for UW students to use for observing child development in real life. Researchers from the Human Development and Families Studies (HDFS) program, as well as other academic programs on campus come to the CDL to conduct research studies on child development and learning, and to train their research assistants on their research protocols or the administration of developmental assessments.

Position Summary: The primary responsibility of the Administrative Intern is to assist in the administrative duties of the Child Development Laboratory. This includes helping the CDL admin team with tasks related to meeting licensing and accreditation standards, updating program policies for compliance, communicating CDL activities to parents via a monthly newsletter, updating CDL social media posts, ordering supplies and groceries for the program, and other administrative duties as assigned. In addition, the CDL Administrative Intern may be asked to help substitute in the classrooms when other student employees or teachers are unexpectedly absent. The CDL Administrative intern will likely be asked to assist the program in meeting the CDL's additional COVID-19 health and safety protocols through additional cleaning, sanitizing, or ordering of PPE. The Administrative Intern will report to one of the Float Teachers.

Program Responsibilities:

- Demonstrate effective communication with all staff, families, and children.
- Attend and actively participate in all staff-meetings and in-service trainings that are required for interns.
- Maintain confidentiality of information and documentation (including photos) in relation to staff, children, and families.
- Maintain prompt hours (preferably arriving 5-10 min. early) and follow CDL attendance policy.
- Complete required paperwork within the timelines and established procedures (e.g., personnel file, classroom attendance sheets, classroom documents).
- Follow WI State Child Care Regulations, as well as the policies and procedures of the CDL, as stated in the CDL Policy Handbooks.

Essential Functions:

- The ability to get up and down from the floor on a continuous basis, both to interact with children on their level and to help them settle on their cots during naptime.
- The ability to sit on small chairs 12” off the floor, off and on throughout the day.
- The ability to lift children weighing 35 pounds on average, if needed.
- The ability to place a child up on a changing table or bend over to change a diaper on a pad on the floor, if needed.
- The ability to bend over to help children wipe (and sanitize) low tables and floor spills.
- The ability to reach containers from upper shelves.
- The ability to move with children during their large motor activities several times each day.

Additional Requirements for Paid Administrative Internship for Spring 2022:

- Ideally have prior experience working as a classroom intern/assistant teacher in the CDL
- Return all employment, licensing, and CDL orientation paperwork before the start date
- Available to work at least 12 hours a week
- Priority will be given to applicants that are available to work at the beginning of CDL Spring Semester (January 5th) until Summer term (June 10th)
- Willingness to follow the CDL Absence Policy
- At least one ECE class prior to the start of internship is preferred