



April 7, 2026

**INTERNAL**

**PLEASE POST!**

Part-time Positions: Summer 2026

**Summer Preschool Enrollment Associate (2)**  
**ECE - GSRP**

**INTERNAL CANDIDATES**

Interested and qualified internal candidates must complete an online application. The online application can be accessed from the Hamtramck Public Schools website at <https://www.hamtramckschools.org/>

**APPLICATION DEADLINE: Wednesday, April 15, 2026.**

- AN EQUAL OPPORTUNITY EMPLOYER -

*It is the policy of Hamtramck Public Schools that no person shall on the basis of sex, race, color, religion, age, national origin or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination, in employment in any of its programs or activities. Inquiries related to nondiscrimination should be related to the Title IX Coordinators; Director of Human Resources, Hamtramck Public Schools 3201 Roosevelt, Hamtramck MI 48212 Phone 313-892-3817 or Director of State and Federal Funding, (same address) 313-892-9270. Nondiscrimination inquiries related to disability should be directed to Section 504 Coordinator, Director of Student Services, (same address) 313-892-2037.*

James Larson-Shidler  
Interim Superintendent  
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# Hamtramck Public Schools

## Summer Preschool Enrollment Associate (2) (page 2)

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### **Qualifications:**

- Bilingual (Arabic or Bangla preferred)
- Literate in a second language (Arabic or Bangla preferred)
- Familiar with various cultures within the Hamtramck community
- Excellent communication skills in speaking and writing
- Ability to work well with others in a team environment.
- Experience with working with preschool children, particularly at-risk children as part of the enrollment process
- Ability to work independently.
- Ability to set, manage and coordinate multiple priorities.
- Ability to communicate well with staff, administration and the community.
- Associate degree, CDA, or higher, in early childhood education, child development, or related field preferred

### **Duties and Responsibilities:**

- Provide a general overview of the GSRP program and the enrollment process for community members
- Work with administrator and administrative assistant to plan programming, including scheduling, record keeping, registration, evaluating and GSRP completion of enrollment forms.
- Assist in community outreach efforts by translating and assisting families with completion of enrollment forms and securing documents for GSRP.
- Coordinate scheduling, monitor family enrollment, follow-up and ensure completion of all files for enrollment.
- Maintain required records to ensure grant compliance and meet licensing guidelines.
- Input all applications and enrollment information into the computer
- Determine eligibility for enrollment by sorting applications based on several criteria per GSRP
- Notify families when accepted into the GSRP program at ECE
- Collect and organize data relative to state and federal grants. Assist in report preparation.
- Other related duties as assigned.

### **SALARY/SCHEDULE:**

- \$25 per hour
- 7 hours per day
- Temporary Assignment (25) days, beginning June 22, 2026