Position Announcement: Research Assistant

The Center for Early Childhood Education and Intervention (CECEI) seeks an energetic, detail-oriented, highly organized and innovative individual to support the overall operations of the center and to promote CECEI efforts focused on family and community outreach. This is a one year position, commencing in early September 2017, with the possibility of renewal dependent upon performance and funding. Applicants must be available to work onsite 20 hours per week, Monday through Thursday.

Background on the Center for Early Childhood Education and Intervention

CECEI, based in the College of Education at the University of Maryland, is a joint initiative between the Department of Counseling, Higher Education and Special Education and the Department of Human Development and Quantitative Methodology. The mission of CECEI is to conduct high-quality research on early childhood education and early intervention programs in order to inform State and Federal policy, to translate research into scalable education programs engagement in their children’s education.

CECEI Research Assistant Responsibilities and Qualifications

The Research Assistant will support the overall functioning of the Center by focusing on communication, website development, social media management, and supporting current projects. The Research Assistant will ensure that families, parents, teachers, and counselors have access to resources and materials to help inform their own policies and practices. In addition, the Research Assistant will serve as the person to contact when practitioners or community members are in need of further resources or direction.

Additional responsibilities include:

- Overall administrative support of the Center
- Updating and maintaining the Center website and Twitter page
- Support the hiring of CECEI personnel (e.g., advertising, correspondence, interview scheduling, etc.)
- Disseminating relevant news, research reports, and topical discussions via social media
- Promoting family and community outreach (translation and application of research to parenting/teaching) through social media
- Organizing meetings and CECEI professional development offerings
Minimum Qualifications

• Bachelor’s degree in Early Childhood Education, Early Childhood Special Education, Human Development, Child Development or a related field
• Evidence of excellent oral and written communication skills
• Evidence of exemplary interpersonal skills
• Evidence of strong analytical and organizational skills
• Evidence of technology skills (Google Drive, social media, and Microsoft Office)

Preferred Qualifications

• Master’s degree in Early Childhood Education, Early Childhood Special Education, Human Development, Child Development or a related field (Current Doctoral students are also encouraged to apply)
• Experience in Early Childhood General or Special Education
• Experience organizing professional development for small groups
• Experience as a research assistant, notably with website/social media responsibilities
• Experience implementing school and community engagement initiatives

The University of Maryland, College Park, actively subscribes to a policy of equal employment opportunity, and will not discriminate against any employee or applicant because of race, age, sex, color, sexual orientation, physical or mental disability, religion, ancestry or national origin, marital status, genetic information, or political affiliation. Minorities are encouraged to apply.

Applicants should submit the following materials electronically: Cover letter summarizing qualifications; a current curriculum vitae/resume; names, addresses, phone numbers, and email addresses of three individuals who may be contacted by the committee as references; and two writing samples (one formal, such as a literature review, and one informal, such as an email to a colleague or a supervisor). Incomplete application packets will not be reviewed.

For best consideration, please submit all materials by 5:00 PM on August 4th, 2017. All inquiries, nominations and applications should include the subject line “CECEI Fall 2017 Research Assistant” and be sent to: CECEI@umd.edu.