Position Announcement
Research Associate

Center for Early Childhood Education and Intervention
University of Maryland, College Park

Background on the Center for Early Childhood Education and Intervention

The Center for Early Childhood Education and Intervention (CECEI), 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 and best practices, to build capacity in schools and communities, and to promote family engagement in their children’s education.

The aims of CECEI are to: (1) Conduct high quality research and evaluation of early childhood education and intervention programs and policies in Maryland and across the United States; (2) Disseminate research findings to scholars, policymakers, practitioners and the general public; (3) Provide professional development through research symposia, summer institutes, technical assistance, access to cutting edge research and policies, and CECEI publications; and (4) Collaborate with state/local early childhood advisory councils, school systems and community organizations to promote evidence-based practices that improve children’s academic outcomes.

CECEI Research Associate Responsibilities and Qualifications

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 (CECEI aims 3 and 4). This is a full-time, one-year appointment with renewal contingent upon funding and performance.

The Research Associate 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 Associate will serve as the person to contact when practitioners or community members are in need of further resources or direction. Additional responsibilities include:

- Professional outreach in the form of assistance and potential leadership in the development of white papers, blog posts, and other publications
- 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
- Writing, editing, formatting, and distributing Center Communications
- Development and maintenance of Center website
- Organizing meetings and CECEI professional development offerings
• Overall administrative support of the Center

**Minimum Qualifications**

• A Master’s degree in Early Childhood Education, Early Childhood Special Education, Human Development, Child Development or a related field (Doctoral students may be considered)
• Evidence of excellent oral and written communication skills
• Evidence of exemplary interpersonal skills
• Evidence of strong analytical, organizational and project management skills
• Evidence of technology skills (Microsoft Office and social media)

**Preferred Qualifications**

• Work experience in early childhood general or special education
• Website development
• Experience organizing professional development for small groups
• Experience as a research assistant
• 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.

The anticipated start date for the position is September 26, 2016. For fullest consideration, applicants should submit the following materials electronically no later than September 15, 2016: cover letter summarizing qualifications; a current curriculum vitae/resume; names, addresses, phone numbers, and e-mail 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).

All inquiries, nominations and applications should be sent to:

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