Position Announcement
Research Assistant

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 Assistant Responsibilities and Qualifications

CECEI seeks an energetic, detailed oriented, and highly organized individual to support CECEI evaluation projects. This is a full-time, one-year appointment with renewal contingent upon funding and performance.

The Research Assistant will support the development, production, and dissemination of high quality, timely, and reliable evaluation reports. Responsibilities include:

- Conducting reviews of the research literature.
- Assistance in data collection and documentation.
- Entering and verifying accuracy of data entry.
- Basic statistical analyses.
- Assistance with evaluation report writing and other key tasks related to manuscript preparation.
- Revision of manuscripts in response to editorial and technical comments.
- Development of presentations for professional audiences.
Minimum Qualifications
• A bachelor’s degree in education, statistics, psychology, or a related field
• An outstanding academic record
• Familiarity with quantitative research methods and data analysis
• Experience conducting reviews of the research literature
• Evidence of strong organizational skills, attention to detail and the ability to work independently
• Proficiency within the Microsoft Office environment
• Evidence of excellent interpersonal, oral, and written communication skills

Preferred Qualifications
• Proficiency in SPSS, Stata, or R
• Experience working in a research lab as an undergraduate student
• A demonstrated interest in early childhood general or special education

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 position is available immediately. Applicants should submit the following materials electronically: cover letter summarizing qualifications; a current resume; contact information for three individuals who may be contacted 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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