Position Announcement: Center 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 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 and best practices, to build capacity in schools and communities, and to promote family engagement in their children’s education.

CECEI Research Assistant Responsibilities and Qualifications

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

Specific 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
- Updating and maintaining the CECEI website and Twitter page
- Organizing meetings and CECEI professional development offerings
- Support the hiring of CECEI personnel (e.g., advertising, correspondence, interview scheduling, etc.)
- Overall administrative support of CECEI
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 organizational and analytical 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 encouraged to apply)
- Professional work experience
- Experience as a research assistant, notably with website/social media responsibilities
- Experience implementing school and community engagement initiatives
- Experience organizing professional development for small groups

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 CV/resume; names, addresses, phone numbers, and email addresses of three individuals who may serve 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 11:00 PM on September 10th, 2017. All inquiries and applications should include the subject line “Center Research Assistant” and be sent to: CECEI@umd.edu.