Position Announcement

Project Manager for Trauma Sensitive Pedagogy Project

Researchers at the Pennsylvania State University and the University of Maryland seek a detail-oriented, energetic, highly organized and innovative individual to support the development of a Trauma Sensitive Pedagogy (TSP) curriculum for educators. The position will be based at either the Pennsylvania State University, University Park, PA or the University of Maryland, College Park, MD. This is a twenty hour per week, one-year position, contingent upon funding and performance.

Position Description

This role will be based around developing the TSP curriculum content and activities. Primary responsibilities will include curriculum development that may include the creation of handouts, powerpoints, video materials, developing learning/discussion activities relevant to adult learners engaged in the curriculum, and conducting literature searches to inform curriculum content as needed. The qualified candidate will engage in curriculum planning and implementation activities.

Position Responsibilities

I. Overall coordination of the development of “Trauma Sensitive Pedagogy: A Curriculum for Educators.”
   - Scheduling, organizing and documenting meetings:
     ○ Curriculum Design Team Meetings
     ○ Focus Groups
     ○ Content and survey expert consultant meetings

II. Curriculum development
   - Oversee efforts to draft curriculum content for online delivery
   - Developing learning activities appropriate for online participants
   - Developing curriculum performance measures

III. Curriculum pilot
   - Coordinating the pilot of the early childhood and professional development curriculum modules, to include site visits to Pittsburgh, Pennsylvania
   - Supporting the administration of TSP performance and implementation measures

IV. Additional duties as assigned in support of the project
Minimum Qualifications

- Bachelor’s degree in social work, psychology, education or 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 Apps and Microsoft Office)

Preferred Qualifications

- Master’s degree (or doctoral student) in social work, psychology, education or related field
- Field experience in social work, behavioral mental health, education
- Experience developing curricula
- Experience with online teaching or delivery of professional development training

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; 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/report, 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 9:00 AM on November 27, 2017. All inquiries, nominations and applications should include the subject line “TSP Project Manager” and be sent to: CECEI@umd.edu.