Position Announcement

Project Manager: Professional Development Curriculum

The Center for Early Childhood Education and Intervention (CECEI) seeks an energetic, detail-oriented, highly organized and innovative individual to oversee the day-to-day operations and organization of a Professional Development Curriculum (PDC) project for early childhood trainers, coaches and teachers. The duration of this project is from the date of hire in June 2018 to December 31st 2018, with the possibility of renewal dependent upon performance and funding. Applicants must be available to work onsite at the UMD campus, full-time, Monday through Friday. This position may involve periodic in-state travel.

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.

PDC Project Manager Responsibilities and Qualifications

The PDC Project manager will be responsible for overseeing the design/dissemination/analysis of the trainer needs assessment, handling logistics for all Children Study their World PDC meetings and trainings, developing and maintaining a project management system, drafting grant reports, and managing the PDC budget.

Minimum Qualifications:

- Bachelor’s degree.
- 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 Apps for Education and Microsoft Office).
- Experience with project management.

Preferred Qualifications:

- Professional work experience with project management.
Experience with project management systems.
- Background in early childhood education.
- Experience organizing/managing professional development programs.

The University of Maryland, College Park, an equal opportunity/affirmative action employer, complies with all applicable federal and state laws and regulations regarding nondiscrimination and affirmative action; all qualified applicants will receive consideration for employment. The University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, national origin, physical or mental disability, protected veteran status, age, gender identity or expression, sexual orientation, creed, marital status, political affiliation, personal appearance, or on the basis of rights secured by the First Amendment, in all aspects of employment, educational programs and activities, and admissions.

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 business report, plan, or proposal, 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 AM on June 18th, 2018. All inquiries and applications should include the subject line “PDC Project Manager” and be sent to David Patton at CECEI@umd.edu