Position Announcement

Project Assistant (2)

The Center for Early Childhood Education and Intervention (CECEI) seeks two energetic, detail-oriented, highly organized and innovative individuals to assist with the development 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. Applicants must be available to work onsite at the UMD campus, 20 hours per week.

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.

Project Assistant Responsibilities and Qualifications

The Project Assistant will be responsible for clerical/administrative work in support of the PDC project, uploading content, and ordering and packaging curriculum materials.

Minimum Qualifications:

- Current enrollment or degree completion from a Bachelor’s program.
- Evidence of excellent oral and written communication skills.
- Evidence of exemplary interpersonal skills.
- Evidence of organizational and analytical skills.
- Evidence of technology skills (Google Apps for Education and Microsoft Office).
- Work experience.

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 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 research paper for a course, 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 Assistant”** and be sent to David Patton at CECEI@umd.edu.