Position Announcement

iBook Content Assistant

The Center for Early Childhood Education and Intervention (CECEI) seeks an energetic, detail-oriented, highly organized and innovative individual to assist with the production of an iBook-based pre-kindergarten curriculum. The duration of this project is from the date of hire in June 2018 to June 30, 2018. Applicants must be available to work onsite at the UMD campus, at least 20 hours per week and up to 40 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.

iBook Content Assistant Responsibilities and Qualifications

The iBook Content Assistant will be responsible for transferring curriculum content from Word doc and Google App format into iBook format. S/he will ensure that all content adheres to established formatting guidelines, using existing templates or providing suggestions to adjust templates as needed, and creating links to pages within the book and to Internet resources. S/he will also check functionality of the finished iBook, with a focus on the end user experience.

Minimum Qualifications:

- Outstanding attention to detail
- Highly organized/able to keep track of project status and large volume of content/files
- Excellent communication skills
- High level of keystroke accuracy
- Familiarity with using a Mac and iOS
- Ability to recognize content/format inconsistencies and offer solutions
- Ability to "test drive" functionality and linking of loaded content
Preferred Qualifications:

- Experience with iBooks Author
- Experience with website design and/or computer programming
- Familiarity with G Suite apps/Google Drive
- Familiarity with iPad functionality/user 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. Incomplete application packets will not be reviewed.

For best consideration, please submit all materials by 9 AM on June 11th, 2018. All inquiries and applications should include the subject line “iBook Content Assistant” and be sent to David Patton at CECEI@umd.edu.