Position Announcement

Video Production Project Assistant: Professional Development Curriculum

The Center for Early Childhood Education and Intervention (CECEI) seeks energetic, detail-oriented, highly organized and innovative individuals to assist with video recording and/or video editing for 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 October 2018 to December 31st 2018. Applicants must be available to work onsite at the UMD campus, 20 to 40 hours per week. This position will involve 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.

Video Production Project Assistant Responsibilities and Qualifications

The Video Production Project Assistant will be responsible for: assisting with video recording of curriculum implementation at field test sites throughout the fall of 2018, and/or editing curriculum implementation footage.

Minimum Qualifications:

- Current enrollment or degree completion from a Bachelor’s or graduate program.
- Experience with video recording and/or editing.
- 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, Microsoft Office, video editing software).

Preferred Qualifications:

- Background in early childhood education.
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; a short video sample that demonstrates your level of proficiency in video recording and/or editing, and one informal writing sample, 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 10 AM on September 14, 2018.** All inquiries and applications should **include the subject line “PDC Video Production Project Assistant”** and be sent to Gabriel Stangl-Riehle at umdcsw@umd.edu.