



## Research Assistant (Hourly Position)

### *Center for Early Childhood Education and Intervention (CECEI)* University of Maryland, College Park

#### **Background on the Center for Early Childhood Education and Intervention:**

The Center for Early Childhood Education and Intervention ([CECEI](http://CECEI)), 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 the 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.*

#### **Background on Breaking Down Silos II Project:**

The Center for Early Childhood Education and Intervention (CECEI) at the University of Maryland has developed the Breaking Down Silos II project, with funding from the Maryland State Department of Education, Division of Early Intervention and Special Education Services. The project is in partnership with Anne Arundel County Public Schools and Montgomery County Public Schools and the Council for Professional Recognition to leverage the Maryland Early EdCorp CDA Registered Apprenticeship program for paraprofessionals in PreK3 and PreK4 classrooms and assistant teachers in community-based child care programs. Registered apprentices will receive 160 hours of coursework and onsite mentor coaching while working full time in inclusive preschool classrooms serving children with disabilities. Additionally, experienced teachers in partner sites will have access to professional development opportunities focused on inclusion. County Steering Committees will guide customization of the program to suit their county needs.

#### **Research Assistant for Breaking Down Silos program**

This is an hourly position, up to 20 hours per week through June 30, 2026 and potentially beyond, depending on funding and performance. The position is based in the Discovery District of the University of Maryland, College Park with opportunities for some telework. Some occasional within-state travel may be required.

#### **Position Description:**

- Support preparation of materials for coursework including Keynote presentations, handouts, and other materials used during each class.
- Assist in the planning and implementation of the final summer symposium in June 2026.

- Gather and clean program data to support summative evaluation activities.
- Support in-person and virtual course activities, as needed.
- Participate in both monthly and final report writing to describe evaluation results.

**Minimum Qualifications:**

- Bachelor's degree in Education, Psychology, Human Development, Communications, Marketing or related field
- Evidence of strong communication skills, both oral and written
- Proficiency in general office software (including word processing, spreadsheets, and presentations)
- Excellent interpersonal skills and ability to foster collaboration
- Strong time management skills and ability to organize and coordinate multiple tasks at once
- Attention to detail and ability to work autonomously, and as part of a team to meet set deadlines
- Familiarity with Keynote, Word, Excel, Google Workspace and other office productivity tools; with the aptitude to learn new software and systems

**Preferred Qualifications:**

- Professional work experience
- Experience working in an early childhood education setting

It is the policy of the University of Maryland not to discriminate or allow the harassment of employees or applicants on the basis of sex, gender identity or expression, sexual orientation, race, color, religious creed, national origin, physical or mental disability, protected Veteran status, age, genetic information, or any other characteristic protected by law with regard to any employment practices (see [UMD EEO Statement](#) and [Title IX Non-Discrimination Policy](#)).

**Note:** A criminal background check is required as a condition of employment at UMD.

Applications will be reviewed on a rolling basis until the position is filled. For best consideration, please send all materials by **9:00 A.M. on April 15th, 2026**. Applicants should submit the following materials electronically: Cover letter summarizing qualifications, a current resume, informal and formal writing samples, and contact information for three individuals who may be contacted by the committee as references. **Only fully complete application packages will be reviewed.**

All inquiries, nominations and applications should include the **subject line “Implementation Coordinator Application”** and be sent to: [earlyedcorp@umd.edu](mailto:earlyedcorp@umd.edu).