COLLEGE OF EDUCATION
CENTER FOR EARLY CHILDHOOD EDUCATION AND INTERVENTION

1 Physics Ellipse Dr
3rd Floor, Rm 3222
College Park, MD 20742
301.405.2804
CECEI@umd.edu

Verification Specialist

The Center for Early Childhood Education and Intervention (CECEI) seeks energetic, detail-oriented, highly organized, and innovative individuals to support the administration of the Maryland Child Care Credential Program. The Child Care Credential is a voluntary program that recognizes the achievements of child care providers, with the aim to improve the quality of child care and support professional growth, while providing incentives for providers.

CECEI seeks two (2) full-time Verification Specialists. These positions are currently funded through June 30, 2027. However, there is a strong likelihood they will continue beyond that date, dependent upon performance and funding. The positions are based in the Discovery District of the University of Maryland, College Park.

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.*

Verification Specialist Summary

- Process electronic submissions of Child Care Credential applications and verifications
- Deliver high-quality customer service support, through phone and electronic communications
- Provide end-user support and technical assistance, using data organization processes
- Perform tasks based on established procedures, recognizing and escalating issues for an individual, system, or process to a supervisor as appropriate
- Additional duties as assigned in support of the project

Minimum Qualifications:

- Bachelor's degree in Education, Psychology, Human Development, Communications, Marketing or related field
- Strong oral and written communication skills
- Strong 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 office productivity tools (e.g., Google Workspace, Apple iWork,) with the aptitude to learn new software and systems

Preferred Qualifications:

- Bilingual, with the ability to read, write, and speak effectively in Spanish and English
- Experience working in an early childhood education setting
- Professional work experience

Background Checks

Offers of employment are contingent on completion of a background check. Information reported by the background check will not automatically disqualify anyone from employment. Before any adverse decision, the finalist will have an opportunity to provide information to the University regarding disclosable background check information. The University reserves the right to rescind the offer of employment or otherwise decline or terminate employment if the information reported by the background check is deemed incompatible with the position, regardless of when the background check is completed.

Employment Eligibility

The successful candidates must complete employment eligibility verification (on Form I-9) by presenting documents that establish identity and work authorization within the timeframe required by federal immigration law, and where applicable, to demonstrate renewed employment authorization. Failure to complete employment eligibility verification or reverification within the timeframe set forth by law may result in suspension or termination of employment.

EEO Statement

The University of Maryland, College Park is an Equal Opportunity Employer. All qualified applicants will receive equal consideration for employment. Please read the University's Equal Employment Opportunity Statement of Policy.

Title IX Non-Discrimination Notice

The University of Maryland (UMD) does not discriminate on the basis of sex, gender identity or expression, sexual orientation, race, color, religion, national origin, ethnicity, physical or mental disability, protected veteran status, age, genetic information or any other characteristic protected by law in its programs and activities. Specifically, Title IX prohibits discrimination on the basis of sex in UMD programs and activities, including with respect to admission and employment.

Submission

Interested persons should contact cecei@umd.edu and include a cover letter summarizing qualifications and interest in working with the Maryland Child Care Credential Program, a current resume, contact information for three individual references, and both formal and informal writing samples. Please state "Verification Specialist" in the subject line of the email to ensure your materials are received. Due to the time constraints of this project, material review will begin **December 4, 2026 and continue until the openings are filled**.