Position Announcement:

English to Spanish Translator

The Center for Early Childhood Education and Intervention (CECEI) seeks an energetic, detail-oriented, highly organized and innovative individual to support the Children Study Their World (CSW) curriculum for 4-year olds. This curriculum is being supported by professional development materials that allow teachers to implement the curriculum with fidelity. These additional resources need to be translated from English to Spanish, to allow for a greater range of accessibility. CECEI will compensate the individual selected for this position at a flat rate per page translated.

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.

English to Spanish Translator Responsibilities and Qualifications

- Translate from English to Spanish all CSW documents that are deemed necessary for translation.
- Collaborate with PDC Project Manager on the translation of materials.
Minimum Qualifications:

- Experience in the translation of documents from English to Spanish.
- Evidence of excellent oral and written communication skills in both Spanish and English.
- Evidence of strong organizational skills.
- Evidence of technology skills (Google Apps for education, Microsoft Office, etc.).

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 two individuals who may be contacted by the committee as references; and two writing samples that you have translated from English to Spanish (one formal, such as a literature review, 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 5:00pm on February 18, 2019. All inquiries and applications should include the subject line “PD English to Spanish Translator” and be sent to Gabriel Stangl-Riehle at umdcsw@umd.edu.