Position Announcement
Fall Research Assistant

Center for Early Childhood Education and Intervention

Background on the Center for Early Childhood Education and Intervention

The Center for Early Childhood Education and Intervention (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.

CECEI Research Assistant Responsibilities and Qualifications

CECEI seeks energetic, detailed oriented, highly motivated, and organized individuals who can work autonomously and in a collaborative setting to support the Center’s Children Study Their World (CSW) Professional Development Project as Research Assistants.

CECEI developed the CSW 4-year preschool curriculum that is currently being implemented throughout the state of Maryland. CSW Research Assistants will provide administrative support, and in so doing play a critical role in the completion of this implementation effort. Additional responsibilities include:

- Assist in the planning and organizing of Professional Development trainings
- Assist in editing curriculum iBooks and other supplemental material
- Assist with making sure all CSW material are 508 compliant
- Assist with the creation and editing of CSW webinars and blog posts

There are two assistantship positions available. They are both for the Fall (August 5 - December 31). Research assistants are expected to work 20 hours per week during normal business hours (between 9am - 5pm). This is not a Graduate Assistantship and
cannot be used for tuition remission purposes.

Minimum Qualifications

• Evidence of excellent oral and written communication skills
• Evidence of exemplary interpersonal skills
• Evidence of strong analytical, organizational and project management skills
• Evidence of proficiency with Microsoft Office and Google Drive program suite

Preferred Qualifications

• Experience developing professional presentation materials

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 for the position; a current resume; names, addresses, phone numbers, and email addresses of two individuals who may be contacted as references; and two writing samples (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 material by 5:00pm on August 19, 2019.** All inquiries and applications should include the subject line “Fall Research Assistant” and be sent to Gabriel Stangl-Riehle at umdcswo@umd.edu.