Curricula Implementation Coordinator

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), 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 the Children Discovering Their World Curricula for Early Childhood:
The Center for Early Childhood Education and Intervention (CECEI) at the University of Maryland has developed Children Discovering Their World: Curricula for Early Childhood (CDW). CDW currently consists of Children Study Their World: A Curriculum for Four-Year-Olds (CSW), which is entering its fourth year of implementation, and Children Explore Their World: A Curriculum for Three-Year-Olds (CEW), a new curriculum, is in its pilot year of implementation.

Implementation Coordinator for Children Discovering Their World Curricula
This is a full-time position commencing January 3, 2022 through June 30, 2023 and potentially beyond, depending on funding and performance. The position is based at the University of Maryland, College Park with opportunities for telework. Some occasional within-state travel may be required.

Position Description:
- Assist the Manager of Operations with all aspects of CDW deliverables and work plans to meet project requirements
- Prepare communications, such as emails, invoices, reports and other correspondence
- Collect, track, and synthesize feedback from stakeholders using Qualtrics
- Maintain records for various phases of CDW project’s operations and procedures
- Assist in scheduling meetings (external and internal) and professional development sessions
- Coordinate logistics for off-site meetings, including, but not limited to, space and hotel bookings
- Additional duties as assigned in support of the project
Minimum Qualifications:

- Bachelor's degree in Communications, Business, or related field
- Evidence of strong communication skills, both oral and written
- Proficiency in general office software (including word processing, spreadsheets, presentations, and web-based applications).
- 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

Preferred Qualifications:

- Familiarity with Google Suite and Apple products and other office productivity tools; with the aptitude to learn new software and systems
- Professional work experience
- Experience working in an early childhood education setting

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. Minorities are encouraged to apply.

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

For best consideration, please send all materials by 9:00 A.M. on November 29th, 2021. 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: umdcdw@umd.edu.