



Research Assistant

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](mailto:CECEI@umd.edu)), 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 Maryland Early EdCorp:

The Center for Early Childhood Education and Intervention (CECEI) at the University of Maryland has developed the Maryland Early EdCorp CDA Apprenticeship program to recruit and train 125 individuals new to the child care field. Participants will receive 135 hours of professional development training in both pre-service and weekly sessions and onsite mentor coaching while placed in a high quality child care setting serving children and families with complex access issues (children with disabilities, experiencing homelessness, engaged in the child welfare system, who are dual language learners, and/or live in poverty).

Research Assistant for Maryland Early EdCorp CDA Apprenticeship program

This is a full-time position through June 30, 2024 and potentially beyond, depending on funding and performance. The position is based at the University of Maryland, College Park with opportunities for some telework. Some occasional within-state travel may be required.

Position Description:

- Support Associate Director for Curriculum and Evaluation in both formative and summative evaluation tasks
- Collect and collate data from pre-service and weekly trainings, mentor coach reports, and other relevant sources
- Maintain database of participant, trainer, mentor coach, and PD Specialist contact information and engagement levels
- Support in-person and virtual training 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 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

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.

Women, minorities, LGBTQ+, veterans, and people with disabilities 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 March 22nd, 2023**. 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 “Research Assistant Application”** and be sent to: earlyedcorp@umd.edu.