



COLLEGE OF EDUCATION

CENTER FOR EARLY CHILDHOOD EDUCATION AND INTERVENTION

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Research Assistant (2 part-time opportunities)

[The Center for Early Childhood Education and Intervention \(CECEI\)](#) seeks two energetic, detail-oriented, highly organized, and innovative individuals to support the administration of the Maryland Early EdCorp (MEEC) Registered Apprenticeship program. Developed by the CECEI, the MEEC Registered Apprenticeship program prepares the next generation of early childhood educators to earn while they learn as they work toward the Child Development Associate (CDA) credential. **These part-time, hourly roles (10 hours per week)** are currently funded through June 2027, with the possibility to extend dependent upon performance and funding. Research Assistants are based in the Discovery District of the University of Maryland, College Park.

About the Center for Early Childhood Education and Intervention (CECEI)

The Center for Early Childhood Education and Intervention (CECEI), in the College of Education at the University of Maryland conducts high-quality research on early childhood education and early intervention to inform state and federal policy, translate research into scalable programs and best practices, build capacity in schools and communities, and promote family engagement in children's education.

About the Maryland Early EdCorp (MEEC) CDA Registered Apprenticeship

The MEEC CDA Registered Apprenticeship includes multiple implementation models designed to meet the needs of different populations while maintaining a common competency-based framework, shared standards of practice, and consistent program outcomes. All enrolled apprentices complete 160 hours of evening and weekend coursework, up to 2,000 hours of paid on-the-job learning, and receive individualized coaching while employed in programs serving children and families with diverse needs. MEEC models serve current and new-to-the-profession early childhood educators, high school students in their junior and senior year, and Maryland Service Year Option members. Completion occurs when apprentices have earned the CDA credential AND completed at least one year of on-the-job learning.

These positions specifically will support the models for High School Juniors in Prince George's County or Service Year Members in Baltimore City.

Research Assistant Summary

Research Assistants report to the Maryland Early EdCorp CDA Registered Apprenticeship Project Director, Operations Manager, and Program Manager to ensure efficient and effective delivery of the program. By offering support in logistics, evaluation, and overall program management,

Research Assistants engage in broad administrative duties that impact MEEC apprentices and partners. Expectations include:

- Support the Program Manager of the MEEC model in apprentice oversight, materials preparation for coursework, instructor and mentor coach support, and participation/engagement tracking.
- Assist in apprentice progress assessment activities.
- Support in-person and virtual training activities, as needed.
- Attend and take notes during all project meetings, including internal meetings and Apprenticeship Committee meetings.
- Assist in formative and summative evaluation tasks to support quality improvement.
- Perform other duties as assigned.

Minimum Qualifications

- Bachelor's degree in Education, Child Development, Human Development, Psychology, Workforce Development, or a related field.
- Excellent interpersonal, organizational, and project management skills, as well as excellent written and oral communication skills.
- Attention to detail in all program management and evaluation tasks.
- Ability to build collaborative relationships with diverse colleagues and work independently in a fast-paced environment.
- Proficiency with Microsoft Office and Google Workspace.

Preferred Qualifications

- Experience in early childhood and/or special education settings.

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 candidate 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 Instructions

Applicants should email EarlyEdCorp@umd.edu and include a cover letter summarizing qualifications and interest in working with the Maryland Early EdCorp (MEEC) Registered Apprenticeship program, a current resume, an informal writing sample (e.g, email, newsletter, etc.), and contact information for three individual references. Please state "MEEC Research Assistant" in the subject line of the email to ensure your materials are received. Only fully complete submissions will be reviewed. Material review will begin **September 25, 2026** and continue until the openings are filled.