



Sherman Center for Early Learning  
in Urban Communities



MARYLAND  
EARLY CHILDHOOD  
LEADERSHIP PROGRAM

*Sherman Center for Early Learning in Urban Communities*

### **Graduate Assistant Job Announcement**

**Department:** Sherman Center for Early Learning in Urban Communities/  
Maryland Early Childhood Leadership Program (MECLP)

**Department Description:** The multidisciplinary Sherman Center for Early Learning in Urban Communities (Sherman Center) was established to advance George and Betsy Sherman's vision of improving learning experiences and outcomes for young children in Baltimore City. To achieve this mission, the Sherman Center connects theory, research, and practice, and schools, families, and communities to promote the educational success of children ages three through eight.

MECLP, a program of the Sherman Center, is an early childhood workforce development program designed to develop and support early childhood leaders who will generate positive change and significantly improve school readiness and related outcomes for early learners, particularly disadvantaged and vulnerable children and their families.

**Position Title:** **Sherman Center - Graduate Program Assistant**

#### **Description of Duties:**

The Graduate Assistant (GA) will provide administrative support to MECLP, its Advisory Committee and Sherman Center staff.

#### Program Responsibilities

- Provide administrative support for MECLP and Sherman Center staff
- Assist in creating curriculum binders, ordering materials and text books, scheduling class room assignments, planning programs and events.
- Support course instructors, cohort members, course completers, mentors and Advisory Committee members in creating an active and engaged Community of Practice.
- Support MECLP's Program Director in grant proposal development and submission
- Utilize Google App tools to create shared, digital communications via Documents, Excel Sheets, Forms, Flyers, and Websites
- Monitor and report the MECLP shared email account activity to appropriate staff members
- Support the evaluation activities of MECLP
- Contribute to the development of new MECLP initiatives
- Assist with the organization and maintenance of MECLP files and databases
- Maintain MECLP's website and utilize other communication tools and social media platforms

**Hours:** This is a half-time, 12-month GA position. The successful candidate will work 10 hours/week; 20 hours of paid leave will be granted for vacation in accordance with UMBC's Graduate School guidelines (<https://gradschool.umbc.edu/files/2020/05/GA-Handbook-Spring->



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[2020.pdf](#)).

**Compensation:** The successful candidate will receive a biweekly stipend of \$409.49 and tuition remission of up to five credits/semester (including summer sessions). Student fees and health insurance are negotiable.

**Start Date:** Wednesday, August 23, 2021 (schedule – TBD / virtual and face to face)

UMBC does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identify, disability, or the use of a trained dog guide or service animal.

**Application:**

Please complete the following application and return it and a current resume to MECLP's Program Director, Liran Laor, via email at [liranlaor@umbc.edu](mailto:liranlaor@umbc.edu) by **Wednesday, August 4, 2021.** **Interviews will be conducted between Monday, August 9 and Wednesday, August 11, 2021.** **The selected GA will be notified by Friday, August 13, and an offer response will be required by Monday, August 16, 2021.**

**Full Name:**

**Academic Program:**

**Academic Standing (Year):**

**Cell Phone Number:**

**Email Address:**

**UMBC Faculty Reference (Name and Contact Information):**

**I. Short Answer Questions:**

Please answer the following questions briefly AND in a way that allows us to get to know you, your aspirations, and your motivations for applying for this position.

1. What motivated you to apply for this position?
2. What characteristics make you uniquely qualified for the position?
3. Describe your future goals. How will this experience support those goals?



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II. Please email your resume along with this application to [liranlaor@umbc.edu](mailto:liranlaor@umbc.edu).

III. What is the best way to get in touch with you?

Please indicate your availability for a 45-minute interview between **Monday, August 9**  
**and Wednesday, August 11, 2021** by listing ALL days and times you are available  
between 10 am - 4 pm.