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**Sherman Center Graduate Research Assistant Job Announcement**

**Department:** [Sherman Center for Early Learning in Urban Communities](https://shermancenter.umbc.edu/)

**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 teaching practices and promoting lifelong learning experiences and outcomes for young children in Baltimore City. To achieve this mission, the Sherman Center connects theory, research, and practice and partners with schools, families, and communities to promote the educational success of children ages birth through eight.

**Department Location:** Fine Arts, Suite 017

**Requirements:** The successful candidate must be an advanced doctoral student with ample experience conducting or assisting with mixed-methods research, organizing and analyzing qualitative and quantitative data, using Microsoft suite, Qualtrics, NVivo, SPSS, and STATA or comparable research software.

**Qualifications:** Preference for students who are bilingual in English/Spanish, as one of the main research studies will be conducted with the Latinx/Hispanic population, and qualitative data will be analyzed in Spanish. Reliable with strong time management skills and consistently meeting project deadlines. The ability to communicate effectively, work on-campus/remotely, autonomously, perform professionally, and be attentive to detail is a must.

**Description of Duties:** The graduate research assistant will:

* Assist with securing IRB approval and grant proposal development and submission
* Source contact emails and create distribution lists for data collection
* Manage survey instrument on Qualtrics for data collection
* Organize, clean, and analyze large quantities of qualitative and quantitative data
* Provide consistent reports on data collection and data analysis progress
* Conduct annotated bibliographies and literature reviews
* Update EndNote library
* Collaborate on research report writeups and manuscript development
* Assist with the publication, presentation, and dissemination of findings

**Hours/Compensation**: This will be a full-time (20 hours per week) GRA position from **January through August 2024**. Schedule TBD; work will be conducted mostly remotely with some in-person contact. Compensation will be a biweekly stipend of $1,080.00and tuition remission of up to 10 credits/semester and five credits during the summer session**.** Student fees and health insurance are not included.

**Application:** Please complete the following application and return it and a current resume to Sherman Center Director, Dr. Jennifer Mata-McMahon, via email at shermancenter017@gmail.com. Interviews will be conducted in **January** **2024**. The start date will tentatively be **January 22, 2024.**

**Application to Sherman Center Graduate Research Assistant**

**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 research interests and goals. How will this experience support those goals?

**II. Please email your resume and unofficial transcript along with this application to** shermancenter017@gmail.com

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

Please indicate your availability for a 30-minute interview in the month of **January 2024** by listing the days and times you are available between 10 am and 5 pm.