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**Sherman Center Office, Media, and Project Student Worker 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 a technically savvy undergraduate Junior level or higher; or, a graduate-level student with a comprehensive knowledge of social media platforms, Google Apps, IoT devices, design software, and available transportation to deliver books to school quarterly.

**Qualifications:** Preference for students with a passion for early childhood education, early literacy, social media, and photo/video editing. Well-versed in communications software (WebEx, Zoom, Slack, Google Meets, etc.) and Creative Cloud applications. Reliable with strong time management skills and meeting project deadlines. Ability to communicate effectively, work on-campus/remotely, autonomously, perform professionally, and be attentive to detail.

**Description of Duties:** The office, media, and project student worker will:

* Provide office support for Sherman Center staff and faculty
* Maintain Sherman Center files and databases
* Assist with event and meeting planning and implementation
* Regularly maintain, update, and post to social media accounts, website, and digital communications
* Utilize Google App tools to create shared digital communications via Documents, Excel Sheets, Forms, Flyers, and Websites
* Handle the pick-up and delivery of all departmental mail
* Ability to attend in-person events for purposes of photo/video documentation
* Monitor and report Sherman Center email account activity
* Manage the quarterly teacher request and order of books for the Diverse Books Project
* Maintain and update the Diverse Books Project library collection
* Deliver books for the Diverse Books Project to teachers at our five partner schools in Baltimore City

**Hours/Compensation**: This position will require a workload of approximately **20 hours per week** during the **spring and summer semesters**. A 9 a.m. to 2 p.m. schedule is preferred (hours are flexible, yet a set in-person schedule is required, and overlap during school hours is needed for quarterly book drop-off).Compensation is an hourly rate of $21/hr (undergraduate student) or $23/hr (graduate student).

**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 early January. The start date will tentatively be **January 22, 2024.**

**Application to Sherman Center Student Worker (Office, Media, and Projects)**

**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?

**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 **January 2024** by listing the days and times you are available between 10 am and 5 pm.