

# Project Director at the University of Connecticut

## JOB SUMMARY

The *CT Early Years: A Whole Family Approach to Child Care* intervention, funded by the Connecticut Office of Early Childhood and directed by Principal Investigators Rachel Chazan Cohen and Caitlin Lombardi at the University of Connecticut, invites applications for a Project Director (Research Assistant 2) position beginning in the Summer of 2024. This is a full-time, annually renewable position for an expected duration of two years.

CT Early Years is an innovative initiative that will bring comprehensive two-generation services to community-based childcare settings serving families with infants and toddlers. CT Early Years builds upon the knowledge base and infrastructure existing within Connecticut, bringing together childcare and home visiting resources to better support the “whole child/whole family” and maximize outcomes for children and families.

We are hiring a Project Director with experience in early childhood programs and development. Ideal candidates will also have experience in project management and applied research or intervention evaluation. The candidate will supervise graduate students and project staff and collaborate with community partners to coordinate the intervention and data collection.

The work location for this position is at the Storrs campus of the University of Connecticut under the direct supervision of Drs. Chazan Cohen and Lombardi in the Human Development and Family Sciences Department (HDFS).

The HDFS Department has 37 full-time faculty from diverse disciplinary backgrounds. Faculty are located across the state at four campuses where the Department offers the HDFS major. The Department includes staff and about 40 graduate students, 500 undergraduate majors, and 150 undergraduate minors.

## DUTIES AND RESPONSIBILITIES:

- Provide project direction including overseeing and contributing to data collection.
- Perform data management.
- Write and create reports.
- Participate in weekly team meetings with the research team, representatives of the Connecticut Office of Early Childhood, and project advisory board meetings.
- Assist with grant administration and management, including participating in community meetings; supervising staff and students; and assuring compliance with IRB human subjects requirements.

## MINIMUM QUALIFICATIONS

- Bachelor's degree in HDFS, psychology, social work, sociology, public health, or a related field.
- At least 2 years of experience in project management or research.
- Knowledge of early childhood development.
- Experience with early childhood programs and policies.
- Experience interacting with diverse children and families.
- Excellent verbal and written abilities.
- Effective interpersonal communication skills, especially with practitioners and families in communities.
- Demonstrated ability to work independently and participate in a team.
- Strong organizational skills.
- An ability to effectively manage multiple priorities.

## PREFERRED QUALIFICATIONS

- Graduate study in HDFS, psychology, social work, sociology, public health, or a related field.
- Experience with interventions in community settings.
- Experience with applied developmental research.

## APPOINTMENT TERMS

This is a full-time, annually renewable position for an expected duration of two years.

## TERMS AND CONDITIONS OF EMPLOYMENT

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check.

## TO APPLY

Please apply online at <https://hr.uconn.edu/jobs>, Staff Positions, Search #498226 to upload a **CV**, **letter of interest**, and contact information for **three (3) professional references**.

This job posting is scheduled to be removed at 11:55 p.m. Eastern time on April 1, 2024.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

*All members of the University of Connecticut are expected to exhibit appreciation of, and contribute to, an inclusive, respectful, and diverse environment for the University community.*

*The University of Connecticut aspires to create a community built on collaboration and belonging and has actively sought to create an inclusive culture within the workforce. The success of the University is dependent on the willingness of our diverse employee and student populations to share their rich perspectives and backgrounds in a respectful manner. This makes it essential for each member of our community to feel secure and welcomed and to thoroughly understand and believe that their ideas are respected by all. We strongly respect each individual employee's unique experiences and perspectives and encourage all members of the community to do the same. All applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*

*The University of Connecticut is an AA/EEO Employer.*

**Advertised:** Mar 01 2024 Eastern Standard Time

**Applications close:** Apr 01 2024 Eastern Daylight Time

[Apply here!](#)