



### **Position Title: Division for Early Childhood Assistantship**

The Division for Early Childhood (DEC) is pleased to announce a yearlong virtual doctoral assistantship to support the activities of the DEC Executive Office.

#### **About the Division for Early Childhood**

The Division for Early Childhood (DEC) promotes policies and advances evidence based practices that support families and enhance the optimal development of young children (birth to 8) who have or are at risk for developmental delays and disabilities. DEC is an international membership organization for those who work with or on behalf of young children (birth to 8) with disabilities and other special needs and their families.

#### **Roles/Responsibilities**

Serve as a support to a variety of DEC initiatives activities. Specifically, this position will Serve as liaison between DECIDE (DEC's Consortium for Innovation in Doctoral Education) and the national office. The purpose of DECIDE is to enhance the quality of doctoral education for DEC's future leaders through the use of innovative approaches to learning. In addition, the position will be asked to support the work of the Executive Office as assigned. Examples of this work might be support of one of the other DEC Councils, SIGS, or committees. This might also include support to activities such as the annual conference.

#### **Qualifications Desired**

DEC is looking for an applicant who fits the following requirements:

1. Doctoral study in field of early childhood/early childhood special education.
2. Significant expertise using Microsoft Office suite and other online platforms.
  - a. Ability to learn various online platforms that DEC uses for webinars, newsletters, social media, and project and conference management.

#### **Time Commitment and Additional Information**

The assistantship is for one year, April 2017-March 2018. The doctoral student will commit 4-6 hours weekly, with a heavier time commitment between the months of May to October when involved with conference support. The annual stipend is \$2500; the doctoral

student will receive \$625 each quarter. DEC is willing to make arrangements so that doctoral students who are already fully funded can apply. The doctoral student in this position will be supervised by the DEC Executive Office.

**Application Submission Information**

Applications are due by **April 10, 2017**. Please submit a resume/CV and cover letter to [dec@dec-sped.org](mailto:dec@dec-sped.org) with “assistantship” in the subject line.

**In your cover letter, please include the following:**

1. DEC Member Number
2. Doctoral Program
3. Doctoral Advisor – Please submit Advisor email. Advisor will be asked to fill out a quick survey on your ability to serve and fit for the position.
4. Briefly explain qualifications that you bring to this position and your interest to serve in this role.

**The Selection Committee for this position includes the following individuals:**

Elizabeth Steed, DECIDE co-chair; Ann Mickelson, DECIDE co-chair; Ben Rogers, Associate Director, and Peggy Kemp, DEC Executive Director.

**Selection Process:**

All applications will be reviewed. Final applicants will be contacted for an interview.

**Skills Gained:**

The doctoral student in this position will develop his or her project management skills and social media marketing skills, interface with DEC leaders across the country, gain insight into the operations of a national office organization, and have the opportunity to manage specific projects with in the national Executive Office.