

## Education Specialist (R21-43)

University at Albany, Professional Development Program

Albany, NY

Other

Posted on April 19, 2022

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### Job Description

This position is responsible for conducting training and assisting in research to support the work of the Early Childhood Education and Training Program and the Child Care Subsidy and Legally Exempt Training Program.

### Responsibilities

Duties include but are not limited to: Provide classroom and virtual classroom training using approved training materials for project audiences throughout New York State; review, research and assist in developing training and eLearning content; provide support to maintain compliance with all Research Foundation and University policies, as well as the Office of Children and Family Services (OCFS) policies, regulations, and procedures for child day care, child care subsidy and legally exempt programs; assist in needs assessments and program evaluation and analysis; contribute to, and complete project reports and documentation as required; other duties as assigned to meet contractual obligations.

### Qualifications

#### MINIMUM QUALIFICATIONS

1. Bachelor's degree from a college or university accredited by a USDOE, or an internationally recognized accrediting organization in adult education, social services, human services, early childhood education, or other related field.
2. One (full time equivalent) year of experience of providing training to adults in the field of social services, or related field.

3. Experience in the field of early childhood education and NYS childcare regulations and policies.
4. Excellent oral and written English communication skills.
5. Excellent interpersonal and presentation skills.
6. Excellent organizational skills.
7. Demonstrated ability to master training content.
8. Applicants must address in their applications their abilities to work with a culturally diverse population.
9. Ability to work both independently and as a team member.
10. Able to coordinate and prioritize multiple tasks effectively.
11. Proficiency in use of Microsoft Office especially Microsoft Word and Microsoft PowerPoint.
12. Ability to lift and carry up to 40 lbs.
13. Ability to work variable days and work hours and travel regularly throughout NYS to deliver training and attend meetings, including travel to areas that may not be served by public transportation.

## **PREFERRED QUALIFICATIONS**

1. Master's degree from a college or university accredited by a USDOE, or an internationally recognized accrediting organization, in adult education, social services, human services, early childhood education, or other related field.
2. Ability to speak Spanish.

## **Application Instructions**

**Employment is with The Research Foundation for The State University of New York, a private, nonprofit, educational corporation that administers sponsored program activity for the University at Albany.** Salary is in the low \$50s. Persons interested in the above position should submit a resume, three work-related references, along with a letter of application. Applicants selected for a second interview will be expected to complete a project that includes preparing a training assignment and presenting their assignment outcome to the search committee. **Review of applications will begin immediately and continue until the position is filled. To apply, go to <http://rfhr.interviewexchange.com/jobofferdetails.jsp?JOBID=138081>.** Applicants may also visit our website at [www.pdp.albany.edu](http://www.pdp.albany.edu) for more information.

## Additional Information

***Federal law and regulations require notice to all prospective employees regarding crimes that have occurred on campus in the current three year period. Please refer to the following website for the complete Annual Security Report (“Clery Report”):***

***<http://police.albany.edu/asr.htm> As an Equal Opportunity/Affirmative Action Employer, The Research Foundation for SUNY will not discriminate in its employment practices due to an applicant's race, color, creed, religion, sex (including pregnancy, childbirth or related medical conditions), sexual orientation, gender identity or expression, transgender status, age, national origin, marital status, citizenship, physical and mental disability, criminal record, genetic information, predisposition or carrier status, status with respect to receiving public assistance, domestic violence victim status, a disabled, special, recently separated, active duty wartime, campaign badge, Armed Forces service medal veteran, or any other characteristics protected under applicable law. The Research Foundation for The State University of New York, offers exceptional benefits such as healthcare, dental, vision, pension plans, competitive pay, generous paid time off, tuition assistance, life insurance and long-term disability insurance. The University at Albany offers a variety of performing arts, world class libraries, and competitive sporting events.***

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