Senior Registry Associate

New York Early Childhood Professional Development Institute

Brooklyn, NY

Other   Full-time   Hybrid $55,000 - $60,000 a year

Posted on April 28, 2022

Job Description

The Aspire Registry is New York's early childhood workforce data system and is part of New York Works for Children, the state's integrated early childhood professional development system. The Senior Registry Associate provides key support in the increased utilization of the professional development functions of The Aspire Registry. The Aspire Registry is a web-based system that helps early childhood providers track their ongoing professional development, education, and experience, and facilitates access to high quality professional development. The Senior Registry Associate reports to the Professional Development Quality Assurance Specialist with the goal of strengthening the infrastructure of the trainer and training approval system by supporting operations and processes and providing advanced technical assistance to training providers to ensure the effectiveness of the professional development functions of the Registry.

Responsibilities

Professional Development Operations Support

- Manage the review of professional development event sessions
- Manage the functions of the data system that supports the effective implementation of training approval and the integration with other data systems
- Develop processes to support the effective implementation of approval policies
- Manage projects tied to supporting the infrastructure of the training approval system
- Develop ad-hoc reports to effectively manage and support the training approval system, training providers, quality initiatives and partners to increase access to high quality professional development to the early childhood and school age workforce.

- Provide strategic support to the Professional Development Quality Assurance Specialist and Senior Director of New York Works for Children to meet strategic goals and deliverables that align with NYWFC mission and vision.

Project Engagement Support

- Collaborate in projects that support the outreach to professional development providers.
- Support the development of content curriculum for outreach and engagement
- Co-present at conferences, webinars, and internal staff training.

Registry Operations and Technical Assistance

- Review and perform data entry quality control for university transcripts, credential certificates and training certificates submitted to the workforce registry from professional development providers.
- Provide intensive technical assistance to early childhood professional development providers for the effective use of training approval functions and Professional Development Finder.

Other

- Attend staff meetings and trainings as required.
- Perform special projects and other duties as assigned

Qualifications

Minimum Qualifications

- Bachelor's degree in Early Childhood Education or related field.
- At least 3 years of experience in the field of early childhood education or a comparable field or work, with some experience helping professionals build competency in both leadership and teaching skills through mentoring, training, staff development, coaching, career counseling, etc.
- Strong knowledge base in both child and adult development
- Exceptional interpersonal skills
- Exceptional customer service skills
- Excellent project management skills
- Ability to learn and deep dive into new technology, question status quo, and think outside of the box.
- Ability to multi-task

- Proficiency in Microsoft Office (Excel, Word, and PowerPoint);.

- Demonstrated ability to work with underserved populations and people of all ages.

- Ability to develop and sustain successful collaborative partnerships

- Excellent oral and written communication skills

- Demonstrates analytical thinking, problem solving and adaptive communication.

Preferred Qualifications

- Experience or knowledge in supporting quality professional development to the early childhood workforce.

- Experience or knowledge in current research and best practices on effective adult learning and professional development.

- Proficiency using a program management software or database

- Experience or knowledge of systems buildings

- Fluency in Spanish

Application Instructions

Physical Requirements

- This position operates in a professional office environment located in Brooklyn, NY, and is currently hybrid, working 70% in the office. This role routinely uses standard office equipment such as personal computers, laptops, tablets, smart phones, photocopiers, filing cabinets and presentation equipment.

- While performing these duties, the employee is required to perform physical activities such as, but not limited to, lifting items (up to 20 pounds), bending, reaching, and sitting for prolonged periods of time. Reasonable accommodations will be made for employees with disabilities or other needs per RFCUNY policies.

- Ability to travel to other sites as needed.

As of May 27, 2022, all candidates will be required to provide proof of being fully vaccinated against COVID-19 upon commencing employment. Exemption (medical or religious) requests to this requirement will be considered in accordance with applicable law and criteria. Being fully vaccinated is defined for this purpose as two weeks after a final dose in primary series of an authorized COVID-19 vaccine (example: two weeks after the second dose of a two-dose vaccine such as Moderna or Pfizer, or two weeks after a single dose vaccine such as Johnson and Johnson). Final candidates must be fully vaccinated as of their first day of employment. Newly

hired employees will be sent an email with instructions on how to upload their vaccine information on the Research Foundation portal.

How to Apply

Provide a resume and cover letter specifying your qualifications, experience, and interest relevant to this position.

EEO Info

We are committed to enhancing our diverse academic community by actively encouraging people of all race, color, religion, gender, gender identities or expressions, sexual orientation, national origin, genetics, disabilities, age, or protected veteran status to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. The Research Foundation of the City University of New York is an Equal Opportunity/Affirmative Action/Americans with disabilities act/E-Verify employer.