Career Development Center
New York Early Childhood Professional Development Institute

# Senior Trainer (R24-43)

RF for SUNY at the University at Albany

Albany, NY

Other | Full-time | Onsite | $70,000 - $72,500 a year

Posted on August 30, 2024

## Job Description

The Professional Development Program (PDP) of the University at Albanyâ€™s Rockefeller College seeks a service-minded individual who is committed to performing high-quality work to fill a Senior Trainer position in PDPâ€™s Early Childhood Education and Training Program in Albany, NY.

**DESCRIPTION OF DUTIES:**

Under the direction of the Department Manager or designee, this position performs as a valuable team member in the Professional Development Program - Early Childhood Education and Training Program. The Senior Trainer serves as a master trainer and for the delivery of in-person classroom and virtual classroom/online education and training programs for the NYS Office of Children and Family Services Division of Child Care Services. Topics include, but are not limited to: NYS Statute, Regulations, Policies, and quality programming for child care services.Â  The Senior Trainer participates in the planning and development of training delivery plans and curricula for a variety of performance-based training, including updating, maintaining, and developing instructional materials. The Senior Trainer will perform research for and assist in the design of curriculum, related materials, and visual aids.Â  Job responsibilities include, but are not limited to:

- Deliver a variety of performance-based curricula and educational materials for web-based and classroom deliveries throughout NYS**.**
- Review and update training curriculum and materials for compliance with applicable Office of Children and Family Services (OCFS) and State University of New York (SUNY) regulations and policies.

- Collaborate with PDP management/staff and sponsor staff to improve/expand a project/functional area through developing new resources, programs, or other opportunities.
- Assist in needs assessments and program evaluation and analysis.
- Complete project reports and documentation as required.
- Other duties as assigned to meet contractual obligations.

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**SPECIAL NOTES: 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.Â** Salary is expected to be between $70,000 and $72,500 (annual). **To apply, go to** http://rfhr.interviewexchange.com/jobofferdetails.jsp?JOBID=180293.Â Persons interested in the above position should submit a resume, three work-related references, along with a cover letter. **Â** Candidates selected for a second interview will be expected to deliver a training assignment.Â Review of applications will begin immediately and continue until the position is filled.Â

Applicants may also visit our website at www.pdp.albany.edu for more information. 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. Please see the RF Benefits Flyer for more information.Â Â Â

***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 (â€œClery Reportâ€): http://police.albany.edu/asr.htmÂ*** *As an Equal Opportunity/Affirmative Action Employer, The Research Foundation for SUNY Â 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.***

## Qualifications

Â **MINIMUM QUALIFICATIONS:**

1. Bachelorâ€™s degree from a college or university accredited by a USDOE or an internationally recognized accrediting organization and a minimum of three years of experience delivering adult training programs.
2. Excellent writing, speaking, training delivery, presentation, group facilitation, and interpersonal communication skills.
3. Proficiency in the use of virtual/webinar technology (i.e., Webex).
4. Demonstrated creative and expertise in delivering training material in accordance with project objectives and in planning and coordinating training activities as assigned.
5. Three yearsâ€™ experience working in the field of early childhood.
6. Knowledge of recent federal and New York State child care services initiatives.
7. Ability to deal with multiple priorities/competing deadlines in a team setting.
8. Demonstrated knowledge of adult education theory.
9. Applicants must demonstrate an ability to develop inclusive and equitable relationships within our diverse campus community.
10. Applicants must demonstrate an ability to support diversity, equity, access, inclusion, and belonging, relative to their role.
11. Demonstrated proficiencies using Microsoft products, particularly Word, PowerPoint, Outlook, Teams, and SharePoint, and utilize document and presentation templates.
12. Ability to lift and carry up to 40 lbs.
13. Ability to work variable days and work hours and travel throughout NYS to deliver in-person training and attend meetings, including travel to areas that may not be served by public transportation.

**PREFERRED QUALIFICATIONS:**

1. Masterâ€™s degree from a college or university accredited by a USDOE, or an internationally recognized accrediting organization in Curriculum Development, Adult Education, Social Sciences, English, Spanish, or other Human Services related field.
2. Bilingual in English and Spanish.

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- **Minimum Education Level:** Bachelor's Degree
- **Preferred Education Level:** Master's Degree

## Application Instructions

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