

Senior Education Specialist (R24-42)

RF for SUNY at the University at Albany

Albany, NY

Other

Full-time

Onsite

\$70,000 - \$74,500 a year

Posted on August 30, 2024

Job Description

The Professional Development Program (PDP) of the University at Albany's Rockefeller College seeks a service-minded individual who is committed to performing high-quality work to fill a Senior Education Specialist position in PDP'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 Education Specialist focuses on the instructional design and development of training curriculum for in-person classroom, virtual, and eLearning training for the NYS Office of Children and Family Services Division of Child Care Services. The Senior Education Specialist will facilitate training deliveries virtually and in-person for the NYS Office of Children and Family Services regulatory/licensing staff and the child care community. Job responsibilities include, but are not limited to:

- Plan, research, develop, and deliver a variety of performance-based curricula and educational materials for web-based and classroom deliveries.
- 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.

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. Salary is expected to be between \$70,000 and \$74,500 (annual). **To apply, go to**

<http://rfhr.interviewexchange.com/jobofferdetails.jsp?JOBID=180286>. Persons interested in the above position should submit a resume, three work-related references, along with a cover letter. Candidates selected for a second interview will be expected to create and deliver a training assignment. Review of applications will begin immediately and continue until the position is filled.

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.

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.***

Qualifications

MINIMUM QUALIFICATIONS:

1. Bachelor'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 in development and delivery of adult training programs.
2. Excellent writing, speaking, training delivery, presentation, and interpersonal communication skills.
3. Thorough knowledge of adult learning principles.
4. Ability to analyze and interpret information on policies, current research, and best practice related to young children and families.
5. Demonstrated ability to quickly master complex training content.
6. Ability to handle multiple projects, work under pressure, and meet posted deadlines.
7. Demonstrated ability to work independently and as a team.
8. Applicants must demonstrate an ability to develop inclusive and equitable relationships within our diverse campus community.
9. Applicants must demonstrate an ability to support diversity, equity, access, inclusion, and belonging, relative to their role.
10. Demonstrated proficiencies using Microsoft products, particularly Word, PowerPoint, Outlook, and utilize document and presentation templates.
11. Ability to lift and carry up to 40 lbs.
12. 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. Master's degree from a college or university accredited by a USDOE, or an internationally recognized accrediting organization in Curriculum Development, Adult Education, English, Spanish, or related field.
2. Experience developing and/or delivering content for Early Childhood Educators/Child Care Providers.
3. Proficiency in the use of virtual/webinar technology (i.e., Webex).
4. Bilingual in Spanish/English.

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

Application Instructions

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