

Senior Education Specialist (R25-19)

RF for SUNY at the University at Albany

Albany, NY

Other

Part-time

Onsite

\$35,000 - \$37,250 a year*

* This position is part-time at 50% FTE and the posted salary is at 50%.

Posted on April 1, 2025

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 part-time Senior Education Specialist position at 50% FTE in PDP's Child Care Assistance Program and Regulated Care Training located in Albany, NY.

DESCRIPTION OF DUTIES:

This position is part of a dynamic team of professionals at the Professional Development Program responsible for creating innovative educational programs and materials and delivering high-quality training for adult professionals working in the Child Care Assistance Program and the enrollment of Legally Exempt Child Care Providers. This role entails travel across the diverse regions of New York State (NYS), offering a unique opportunity to engage with a variety of communities. Job duties include, but are not limited to:

- Develop and refine curricula tailored to the specific needs of the training audience, ensuring it aligns with PDP adult learning standards and NYS rules, regulations, and policies.
- Deliver top-tier training sessions to project participants, utilizing both classroom settings and virtual platforms, ensuring quality adult learning experiences, and compliance with applicable NYS laws, regulations, and policies.
- Provide comprehensive technical assistance to training participants, offering timely support for any follow-up queries and guiding them through complex concepts or processes.
- Evaluate the impact of training initiatives and implement strategies for continuous improvement when necessary.

- Engage and collaborate with PDP management/staff and project sponsors to refine and advance current initiatives, while also identifying and developing new opportunities for participants' learning enhancement and professional growth.
- Execute thorough administrative tasks including post-event documentation, travel logistics, and participate in the compilation of periodic reports to maintain organizational efficiency and accountability.
- 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 \$35,000 and \$37,250 (annual). **To apply, go to <http://rfhr.interviewexchange.com/jobofferdetails.jsp?JOBID=186536>.**

Persons interested in the above position should submit a resume, the contact information for three work-related references, and a cover letter. Those selected for a final interview will be expected to create and deliver a training presentation assignment. Review of applications will begin immediately and continue until the position is filled. **This position is not eligible for visa sponsorship.**

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 2-3 years of experience in adult education, training, and curriculum development.
2. Three (3) years' experience in the field of social services, child welfare, child day care, or related field.
3. Experience developing and/or delivering professional development/training for adults.
4. Excellent written and verbal communication skills.
5. Demonstrated ability to quickly master complex training content.
6. Ability to work independently and as a team.
7. Ability to work under pressure, meet posted deadlines, and handle multiple projects.
8. Demonstrated ability to learn new tools and technologies used in virtual training platforms.
9. Proficiency in using Microsoft Office (including Word, PowerPoint, and Outlook).
10. Applicants must demonstrate an ability to develop inclusive and equitable relationships within our diverse campus community.
11. Applicants must demonstrate an ability to support diversity, equity, access, inclusion, and belonging, relative to their role.
12. Ability to work variable days and work hours and travel regularly throughout NYS, including travel to areas that may not be served by public transportation.
13. Ability to lift and carry up to 40 lbs.

PREFERRED QUALIFICATIONS:

1. Master's degree from a college or university accredited by a USDOE, or an internationally recognized accrediting organization.
- **Minimum Education Level:** Bachelor's Degree
 - **Preferred Education Level:** Master's Degree

Application Instructions

To apply, go to <http://rfhr.interviewexchange.com/jobofferdetails.jsp?JOBID=186536>.

Additional Information

Persons interested in this position should submit a resume, the contact information for three work-related references, and a cover letter. Those selected for a final interview will be expected to create and deliver a training presentation assignment. Review of applications will begin immediately and continue until the position is filled. **This position is not eligible for visa sponsorship.**

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