

<b>Job Title</b>	Curriculum Development Specialist
<b>PVN ID</b>	HC-1804-002426
<b>Category</b>	Managerial and Professional
<b>Location</b>	HUNTER COLLEGE
<b>Department</b>	Brookdale Center for Healthy Aging
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$70,000.00 - \$85,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jun 04, 2018 (Or Until Filled)

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## General Description

The Brookdale Center on Aging at Hunter College strives to improve the lives of older adults through research, policy, and professional development. We provide workforce education and professional development services, including designing, conducting and evaluating training on issues related to aging and the life course.

We are seeking a smart, enthusiastic, flexible, and entrepreneurial person with strong communication skills to work as a **Curriculum Development Specialist**.

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## Other Duties

Candidates should have knowledge of and proficiency with Microsoft applications including: Outlook, Excel, PowerPoint and Word. Bilingual candidates with fluency in Spanish are preferred. Flexible schedule: some travel is necessary.

Primary responsibilities of the **Curriculum Development Specialist** include:

- Designing, developing and revising curricula and trainings
- Responsible for identifying need for new curricula and other materials
- Writing/revising materials to update them as necessary
- Assist in writing grant and contract proposals and reports
- Develop and write reports, presentations and other materials

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## Qualifications

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The successful candidate will have a Master's degree (or, have a Bachelor's degree and significant experience) and outstanding written, oral, and interpersonal communication skills; and a record of developing and managing complex, interdisciplinary projects involving multiple constituents. Must have a strong work ethic and the ability to collaborate effectively with internal and external partners. We seek someone who is highly organized, detail-oriented, and able to work independently and under pressure on multiple deadline-driven projects. Strong client service skills, strategic thinking, and the ability to work with diverse individuals and communities are required. Knowledge in one or more of the following areas is needed: aging and life course, aging services or elder justice.

## Required:

The candidate must write exceptionally well and have curriculum development experience and skills:

- To design and develop curricula and training materials for human service professionals supervisors and managers
- To understand adult learning theory and instructional design
- To identify and assess key demographic, human services and community health issues, trends, and needs
- To develop and implement a system to keep curricula and other materials updated and relevant
- To develop clear and specific program, training and assessment objectives
- For strong analytical, research and problem-solving
- To conduct literature and other evidence-based research on issues and opportunities specific to aging and vulnerable adults

To create and execute project timelines