

Job Title	Curriculum Developer
PVN ID	HC-1901-002893
Category	Instruction and Social Service
Location	HUNTER COLLEGE
Department	Brookdale Center for Healthy Aging
Status	Full Time
Annual Salary	\$60,000.00 - \$75,000.00
Hour(s) a Week	35
Closing Date	May 13, 2019 (Or Until Filled)

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 focused person to work as a **Curriculum Developer**.

The Curriculum Developer will design, develop, maintain, and occasionally present training. You will design curricula for participants who work in human services settings. At a minimum the curricula must include leader's guides, participant manuals, PowerPoint presentations, learning gain assessment and other performance support tools.

Other Duties

- Must have knowledge in one or more of the following areas: aging and life course, aging services and elder justice
- Must have experience managing multi-phased projects
- Must write exceptionally well and have curriculum development experience and skills.
- Must have a fundamental understanding of adult learning theory and instructional design
- Must be able to identify and assess key demographic, human services and community health issues, trends, and needs.
- Must be able to develop and implement a system to keep curricula and other materials updated and relevant
- Must have strong analytical, research and problem-solving skills.
- Must be able to create and execute project timelines.
- Experience and a track record of success with dual reporting structures is a plus.

Qualifications

The successful candidate will have a Master's degree (or a Bachelor's degree and significant experience). Must have experience developing curriculum for adult learners. Must have demonstrated experience creating exciting and effective training experiences about complex topics. We are seeking someone who is engaging, highly organized, detail-oriented and able to work independently and under pressure of multiple deadlines

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.