

Job Title	Curriculum Developer
PVN ID	HC-2103-003928
Category	Managerial and Professional
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	Jun 21, 2021 (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. Much of this work is under contract with the New York State Office of Children and Family Services and the New York State Office of Temporary and Disability Assistance.

This is meaningful work that provides professional development for people who work with vulnerable and/or older people to provide them with critical assistance, resources and support, to address the risks or harms that have an impact on their lives. The resources and learning that we develop bolsters participants' knowledge and understanding of their work.

Other Duties

Required:

- A minimum of 5 years full-time experience developing eLearning, virtual instructor-led and in-classroom professional development curricula
- Must have knowledge in one or more of the following areas: aging and life course, aging services and social services
- Demonstrated implementation of instructional design methodologies in developing eLearning, virtual instructor-led, in-classroom courses, and related course materials
- Must have experience managing multi-phased projects
- Must have excellent writing skills
- Must have demonstrated curriculum development experience and skills
- Must have a fundamental understanding of adult learning theory and instructional design including experience using the ADDIE method of instruction 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

Candidates should have knowledge of and proficiency with Microsoft Office applications including: Outlook, Excel, PowerPoint and Word. Bilingual candidates with fluency in Spanish are preferred.

Qualifications

Qualifications: The successful candidate will have a Master's degree (or a Bachelor's degree and significant experience). Successful candidates must have the ability to analyze and synthesize complex content, have exceptional writing skills to produce curriculum materials that include: trainer and participant manuals, PowerPoint presentations, learning gain assessments, and other learning resources. Qualified candidates must have proven experience developing curriculum for adult learners. Must have demonstrated experience creating exciting and effective training experiences about complex topics. We are seeking someone who can work with the Learning and Development team to identify and develop curricula on new relevant topics for current and new participant audiences.