Job Title	Curriculum Developer
PVN ID	HC-2212-005285
Category	Instruction and Social Service
Location	HUNTER COLLEGE
Department	Learning & Development Project at Silber
Status	Full Time
Annual Salary	$60,000.00 - $75,000.00
Hour(s) a Week	35
Closing Date	Jun 14, 2023 (Or Until Filled)

General Description

The Learning & Development Projects at the Silberman School of Social Work/Hunter College is a leading academic center for research and professional development focused on improving services for vulnerable adults in ways that enhance health, safety, and quality of life. From our location in East Harlem, Learning & Development Projects at the Silberman School of Social Work staff promote innovative practices that strengthen organizations, systems, and workers who serve older adults throughout New York City and New York State. Learning & Development Projects at the Silberman School of Social Work provides professional development for human services professionals, lawyers, and elder advocates seeking to update their skills and expand their knowledge about gerontology and aging-related policy.

This is meaningful work that provides professional development for people who work on the frontlines with vulnerable people and older people providing them with critical assistance, resources and support to address the challenges their clients face. The resources and learning that we develop and present bolsters the participants' knowledge and understanding of their work by empowering them to be more confident, effective and healthy in their work with clients and in their workplaces.

Other Duties

Conduct research to obtain key information related to specific subject matter.

• Use evaluations and data to make recommendations and to implement approved changes to enhance and edit curricula on an annual basis.

• Create curricula that includes participant materials, trainer's guides, presentations for in-classroom and e-learning

• Work with trainers and our training partners to implement training

• Actively pursue opportunities to continue to learn best practices in curriculum writing through research, professional development, and other learning opportunities

• 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.

Qualifications

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

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 justice

• 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 and meeting targeted deadlines