



Job Title	Higher Education Coordinator
PVN ID	VA-1707-001965
Category	Instruction and Social Service
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	CUNY-PDI
Status	Full Time
Annual Salary	\$70,000.00
Hour(s) a Week	35
Closing Date	Sep 28, 2017 (Or Until Filled)

## General Description

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The **New York Early Childhood Professional Development Institute** is a fast-paced, dynamic public/private partnership that works to ensure that all early childhood practitioners have access to a comprehensive system of professional development.

The Higher Education Coordinator works as a member of the New York Early Childhood Professional Development Institute to coordinate the Children's Program Administrator Credential (CPAC) and Child Development Associate (CDA) Credentials administered in partnership between the Institute and the CUNY School of Professional Studies (SPS). The coordinator will be responsible for course planning and evaluation; recruitment and oversight of faculty; advisement/mentoring of students; outreach to promote the program; and interfacing with SPS staff. The Coordinator will support the Institute in other higher education initiatives as needed.

## Other Duties

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Reporting to the Director of Career Services, the coordinator will support the early childhood higher education initiatives, with responsibilities in the following areas:

### Faculty Support

- Recruitment of instructors
- Orientation and observation
- Maintaining communication about content and student progress throughout the course
- Liaison between faculty and SPS staff

### **Student Support**

- Collaborating with SPS on program admissions
- Providing individualized and detailed career advisement and financial assistance information to prospective students
- Monitoring student progress and providing academic advising
- Identifying and addressing student needs over the course of program participation through the process of creating and submitting portfolios
- Facilitating access to information, supports and resources

### **Course Planning and Management**

- Oversight of face to face and online course development and implementation, including monitoring and evaluation of course format, hours, and logistics
- Administrative support for instructors (preparation of materials, grading, training)

### **Outreach and Student Recruitment**

- Promoting the program through relationships with city agencies and the larger early childhood professional community through presentations, receptions, and other opportunities
- Collaborate with the SPS marketing team and the Institute's communications team to develop and distribute materials and program information
- Build list of fieldwork placements and match students with placement sites
- Maintain relationships with NYS Association for the Education of Young Children (credentialing body for CPAC) and the Council on Professional Recognition (credentialing body for CDA)

### **Reporting and Proposal Writing**

- **Prepare reports each semester and as needed, on progress toward CDA and CPAC completion for executive staff and funders**
- Write proposals to secure funding to support higher education initiatives

## **Qualifications**

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- Master's degree in Early Childhood Education or a relevant field of study, PhD/EdD preferred

- At least 10 years of leadership experience in the field of early childhood education or a comparable field or work, with some experience in leadership development, mentoring, staff development and/or coaching.
- Demonstrated ability to develop and deliver high quality credit bearing college coursework, including the design and delivery of on-line courses
- Strong knowledge base in both child and adult development
- Exceptional interpersonal skills
- Ability to multi-task
- Ability to develop and sustain successful collaborative partnerships
- Excellent oral and written communication skills and ability to use or learn an online ticketing communication system and the BlackBoard system
- Demonstrated skill in project management with excellent analytical, organizational and management skills

**Salary:** \$70,000

Please submit your cover letter and resume with your application.

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