

Job Title	Professional Development Quality Assurance Specialist
PVN ID	VA-1812-002829
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS

Department

Status	Part Time
Hourly Rate	\$40.00
Hour(s) a Week	10.00-19.00
Closing Date	Jan 31, 2019 (Or Until Filled)

General Description

MISSION

All young children in New York should have access to the highest quality services across sectors, locations, and professions. The New York Early Childhood Professional Development Institute, housed at the City University of New York, is a fast-paced, dynamic public/private partnership that exists to drive the excellence of services designed for young children through research, policy, and practice.

GENERAL DESCRIPTION

The Institute is looking to hire a part time Professional Development Quality Assurance Specialist to work 10-19 hours per week. Once determined, the position will have a set schedule.

The Professional Development Quality Assurance Specialist will provide support to The Aspire Registry Administrator in the review of courses and events that are submitted to the registry for approval. The Aspire Registry is a web-based system that helps early childhood providers track and plan their ongoing professional development and education.

Equipped with a wide range of experience in the field, the ideal candidate will have intimate knowledge of professional development needs of the Early Childhood workforce, particularly aware of what learning opportunities would promote provider excellence and result in the best outcomes for children.

Other Duties

DUTIES AND RESPONSIBILITIES

- Review training content and event calendar submissions to align with quality standards
- Provide technical assistance and outreach to trainers and training organizations about the Course and

Event Review process and the Statewide Training Calendar

- Create relevant content for the New York Works for Children website and The Aspire Registry Help Center
- Update instructions and support documents related to course and event review
- Develop new resources as needed, including video tutorials and/or multimedia guides

Other Duties

- Attend staff meetings and trainings as required.
- Perform special projects and other duties as assigned

Please submit your cover letter and resume with your application

Qualifications

Minimum Qualifications

- Master's degree in Early Childhood Education or a related field of study
- At least 10 years of experience in the field of early childhood education or a comparable field or work
- Experience helping professionals build competency in both leadership and teaching skills through training, staff development, coaching, etc.
- Strong knowledge of both child development and adult education
- Exceptional interpersonal skills
- Ability to develop and sustain successful collaborative partnerships
- Excellent oral and written communication skills

Preferred Qualifications

- Familiarity with NYS early childhood trainer credentials

Physical Requirements

- This position operates in a professional office environment. This role routinely uses standard office equipment such as personal computers, laptops, tablets, smart phone, photocopiers, filing cabinets and other presentation materials
- Ability to travel to other CUNY sites as needed.

EEO Info

We are committed to enhancing our diverse academic community by actively encouraging people of all race, color, religion, gender, gender identities or expressions, sexual orientation, national origin, genetics, disabilities, age, or protected veteran status to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. CUNY is an EEO/AA Employer.