

# Director Of Higher Education Initiatives

New York Early Childhood Professional Development Institute

Brooklyn, NY

Program Director

Full-time

Hybrid

\$90,000 - \$95,000 a year

Posted on May 10, 2022

---

## Job Description

The Director of Higher Education, a member of the Institute's Career Development Center leadership team, will be responsible for the day-to-day leadership and implementation of higher education initiatives that support the early childhood workforce in NYC and across New York state. The Director's portfolio will include collaboration and coordination with CUNY and the state's colleges and universities on the development, implementation, and expansion of a credit-bearing Child Development Associate credential (CDA) and the Children's Program Administrator Credential (CPAC), as well as other higher education initiatives as needs are identified and responses are developed. This may include building new academic programs and integrating new services to support the developing workforce.

The Institute's Director of Higher Education will work closely with and supervise staff and faculty at CUNY's School of Professional Studies. The Director reports to the Senior Director of Career Development and Higher Education.

## Responsibilities

### Leadership and Project Development

- Develop content/programming responsive to student client needs
- Support campus-based scholarship programs
- Develop and implement new articulation agreements and support those already in place
- With the Senior Director, develop and implement fund development and organization to support closed cohorts of students based on student and funder needs

### Faculty and Staff

- Recruit faculty and provide onboarding and orientation
- Observe instructors and provide reports to CUNY SPS HR
- Review and approve timesheets
- Host quarterly team meetings

### **Student Recruitment and Support**

- Coordinate program admissions and review student applications
- Provide academic, career, and financial aid advisement to CDA and CPAC applicants
- Review course syllabi each semester and ensure compliance with all updated CUNY and CUNY SPS policies and ensure that syllabi demonstrate best practices for adult education and meet the learning objectives approved by the NY State Education Department
- Host student information sessions and orientation sessions
- Develop outreach materials with Institute and CUNY SPS team members
- Host portfolio development and credentialing events

### **Data Tracking and Reporting**

- Document course grades and artifacts as per CUNY SPS policies for accreditation
- Track progress of alumni through the credentialing process

### **Other Duties**

- Attend staff meetings and trainings as required.
- Represent the Institute at local and statewide meetings for early childhood higher education and certification
- Perform special projects and other duties as assigned.

## **Qualifications**

### **Minimum Qualifications**

- Master's degree in Early Childhood Education or a relevant field of study, such as Education Leadership, Human Resources, School Counseling.
- 5-8 years of experience in the field of early childhood education or a comparable field of work including early intervention, infant-toddler mental health, social work, career and college counseling.
- Knowledge of the Child Development Associate Credential, the NYS Child Program Administration Credential, and the processes for various NYS teacher certifications

- Demonstrated skill in project management with excellent analytical, organizational and management skills
- Strong knowledge base in both child and adult development
- Strong interest in and passion for advancing policy for high-quality early care and education
- Experience developing and sustaining successful collaborative partnerships
- Excellent oral and written communication skills and ability to use or learn an online ticketing communication system

### **Preferred Qualifications**

- Earned doctorate degree in early childhood education or other relevant field of study
- Experience in non-profit or higher education settings
- Experience as higher education teaching or non-teaching adjunct
- Experience developing and implementing large scale projects

### **Application Instructions**

#### **Physical Requirements**

- This position operates in a professional office environment located in Brooklyn, NY, and is currently hybrid, working 70% in the office. This role routinely uses standard office equipment such as personal computers, laptops, tablets, smart phones, photocopiers, filing cabinets and presentation equipment.
- While performing these duties, the employee is required to perform physical activities such as, but not limited to, lifting items (up to 20 pounds), bending, reaching, and sitting for prolonged periods of time. Reasonable accommodations will be made for employees with disabilities or other needs per RFCUNY policies.
- Ability to travel to other sites as needed.
- As of May 27, 2022, all candidates will be required to provide proof of being fully vaccinated against COVID-19 upon commencing employment. Exemption (medical or religious) requests to this requirement will be considered in accordance with applicable law and criteria. Being fully vaccinated is defined for this purpose as two weeks after a final dose in primary series of an authorized COVID-19 vaccine (example: two weeks after the second dose of a two-dose vaccine such as Moderna or Pfizer, or two weeks after a single dose vaccine such as Johnson and Johnson). Final candidates must be fully vaccinated as of their first day of employment. Newly hired employees will be sent an email with instructions on how to upload

their vaccine information on the Research Foundation portal.

### **How to Apply**

Provide a resume and cover letter specifying your qualifications, experience, and interest relevant to this position.

### **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. The Research Foundation of the City University of New York is an Equal Opportunity/Affirmative Action/Americans with disabilities act/E-Verify employer.