

## Senior Education Specialist (R26-25)

RF for SUNY at the University at Albany

Albany, NY 12203

Other

Full-time

Onsite

\$72,000 - \$74,500 a year

Posted on May 20, 2026

---

### Organization Statement

Employment is with The Research Foundation for The State University of New York, a private, nonprofit, educational corporation that administers sponsored program activity for the University at Albany. The Professional Development Program, part of Rockefeller College at the University at Albany, supports and enhances the public policy mission of the State through training, research, and evaluation studies and its commitment to continuing professional education and extended learning.

### Job Description

The Professional Development Program (PDP) of the University at Albany's Rockefeller College seeks a service-minded individual who is committed to performing high-quality work to fill a Senior Education Specialist position within PDP's Department of Early Childhood Education and Training in Albany, NY.

### Description of Duties:

This position is part of a dynamic team of professionals at the Professional Development Program responsible for creating innovative educational programs and materials and delivering high-quality training for adult professionals working in child care programs. Job duties include, but are not limited to the following:

- Plan, research, develop, and deliver a variety of performance-based curricula and educational materials for web-based and virtual classroom deliveries.
- Review and update training curriculum and materials for compliance with applicable Office of Children and Family Services (OCFS) and State University of New York (SUNY) regulations

and policies.

- Collaborate with PDP management/staff and sponsor staff to improve/expand a project/functional area through developing new resources, programs, or other opportunities.
- Assist in needs assessments, program evaluation, and analysis.
- Complete project reports and documentation as required.
- Other duties as assigned to meet contractual obligations.

-

**MINIMUM QUALIFICATIONS:**

1. Bachelor's degree from a college or university accredited by a USDOE or an internationally recognized accrediting organization.
2. Three (3) years' experience in the field of social services, child welfare, child day care, or related field.
3. Two (2) years' experience developing and/or delivering professional development/training for adults.
4. Excellent written and verbal communication skills.
5. Demonstrated ability to quickly master complex training content.
6. Ability to work independently and as a team.
7. Ability to work under pressure, meet posted deadlines, and handle multiple projects.
8. Demonstrated ability to learn new tools and technologies used in virtual training platforms.
9. Proficiency in using Microsoft Office (including Word, PowerPoint, and Outlook).
10. Applicants must demonstrate an ability to develop inclusive and equitable relationships within our diverse campus community.
11. Applicants must demonstrate an ability to support diversity, equity, access, inclusion, and belonging, relative to their role.
12. Ability to work variable days and work hours and travel regularly throughout NYS, including travel to areas that may not be served by public transportation.
13. Ability to lift up to 40 lbs.

-

**PREFERRED QUALIFICATIONS:**

1. Master's degree from a college or university accredited by a USDOE, or an internationally recognized accrediting organization.

2. Bilingual in English and Spanish.
3. Experience developing and delivering professional development training for child care providers.

**SPECIAL NOTES: Employment is with The Research Foundation for The State University of New York, a private, nonprofit, educational corporation that administers sponsored program activity for the University at Albany.** Salary is expected to be \$72,000 - \$74,500 (annual). Persons interested in the above position should submit a resume, cover letter, and contact information for three work-related references. Candidates selected for a final interview will be asked to create and deliver a training presentation assignment. Review of applications will begin immediately. This position will be open until it is filled. **This position is not eligible for visa sponsorship.**

To apply, go to <http://rfhr.interviewexchange.com/jobofferdetails.jsp?JOBID=200664>.

Applicants may also visit our website at [www.pdp.albany.edu](http://www.pdp.albany.edu) for more information. The Research Foundation for The State University of New York offers exceptional benefits such as healthcare, dental, vision, pension plans, competitive pay, generous paid time off, tuition assistance, life insurance and long-term disability insurance. Please see the [RF Benefits Flyer](#) for more information.

***Federal law and regulations require notice to all prospective employees regarding crimes that have occurred on campus in the current three year period. Please refer to the following website for the complete Annual Security Report (“Clery Report”):***

***<http://police.albany.edu/asr.htm> As an Equal Opportunity/Affirmative Action Employer, The Research Foundation for SUNY will not discriminate in its employment practices due to an applicant's race, color, creed, religion, sex (including pregnancy, childbirth or related medical conditions), sexual orientation, gender identity or expression, transgender status, age, national origin, marital status, citizenship, physical and mental disability, criminal record, genetic information, predisposition or carrier status, status with respect to receiving public assistance, domestic violence victim status, a disabled, special, recently separated, active duty wartime, campaign badge, Armed Forces service medal veteran, or any other characteristics protected under applicable law. The Research Foundation for The State University of New York, offers exceptional benefits such as healthcare, dental, vision, pension plans, competitive pay, generous paid time off, tuition assistance, life insurance and long-term disability***

***insurance. The University at Albany offers a variety of performing arts, world class libraries, and competitive sporting events.***

## **Responsibilities**

This position is part of a dynamic team of professionals at the Professional Development Program responsible for creating innovative educational programs and materials and delivering high-quality training for adult professionals working in child care programs. Job duties include, but are not limited to the following:

- Plan, research, develop, and deliver a variety of performance-based curricula and educational materials for web-based and virtual classroom deliveries.
- Review and update training curriculum and materials for compliance with applicable Office of Children and Family Services (OCFS) and State University of New York (SUNY) regulations and policies.
- Collaborate with PDP management/staff and sponsor staff to improve/expand a project/functional area through developing new resources, programs, or other opportunities.
- Assist in needs assessments, program evaluation, and analysis.
- Complete project reports and documentation as required.
- Other duties as assigned to meet contractual obligations.

## **Qualifications**

### **MINIMUM QUALIFICATIONS:**

1. Bachelor's degree from a college or university accredited by a USDOE or an internationally recognized accrediting organization.
2. Three (3) years' experience in the field of social services, child welfare, child day care, or related field.
3. Two (2) years' experience developing and/or delivering professional development/training for adults.
4. Excellent written and verbal communication skills.
5. Demonstrated ability to quickly master complex training content.
6. Ability to work independently and as a team.
7. Ability to work under pressure, meet posted deadlines, and handle multiple projects.
8. Demonstrated ability to learn new tools and technologies used in virtual training platforms.

9. Proficiency in using Microsoft Office (including Word, PowerPoint, and Outlook).
10. Applicants must demonstrate an ability to develop inclusive and equitable relationships within our diverse campus community.
11. Applicants must demonstrate an ability to support diversity, equity, access, inclusion, and belonging, relative to their role.
12. Ability to work variable days and work hours and travel regularly throughout NYS, including travel to areas that may not be served by public transportation.
13. Ability to lift up to 40 lbs.

-

### **PREFERRED QUALIFICATIONS:**

1. Master's degree from a college or university accredited by a USDOE, or an internationally recognized accrediting organization.
  2. Bilingual in English and Spanish.
  3. Experience developing and delivering professional development training for child care providers.
- **Minimum Education Level:** Bachelor's Degree
  - **Preferred Education Level:** Master's Degree

### **Application Instructions**

To apply, go to <http://rfhr.interviewexchange.com/jobofferdetails.jsp?JOBID=200664>.

### **Language Requirements**

English

### **Additional Information**

Persons interested in this position should submit a resume, cover letter, and contact information for three work-related references. Candidates selected for a final interview will be asked to create and deliver a training presentation assignment. Review of applications will begin immediately. This position will be open until it is filled. This position is not eligible for visa sponsorship.