ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Senior Project Associate

DEPARTMENT: Center for Educational Partnerships, Graduate School of Education, Lincoln Center

The Center for Educational Partnerships (established in 2006)
What began as a vision to strengthen the presence of the Graduate School of Education in New York City public schools, has grown into a thriving center that touches the lives of more than 150,000 (K-12) students, 1000 teachers, 150 administrators and hundreds of parents throughout New York City, Westchester County and Long Island, with programs on all 3 Campuses serving both public and non-public schools. Research-based and outcomes oriented, the Center for Educational Partnerships works with schools, districts, and government agencies to enhance teaching and learning (preK-12). It supports teachers, administrators, students, and parents through:

- Professional Development
- Coaching
- Leadership Training
- Technical Assistance/Compliance
- Tutoring (Grades 3-12)
- Educational Reform assistance

**Senior Project Associate**
Under the direction of the Associate Dean for Partnerships, the Senior Project Associate will work to expand, develop, and promote the Center’s professional development initiatives in New York City and throughout the greater metropolitan area. The scope of responsibilities will primarily be to generate and expand professional development revenue. Salary and benefits commensurate with experience.

**RESPONSIBILITIES:**
- Assists the Associate Dean for Partnerships in developing and implementing marketing strategies for professional development
- Conducts marketing presentations and outreach as needed for the Associate Dean
- Coordinates all professional development activities (coaching, workshops, institutes)
- Interact with and represent the Associate Dean when necessary empowered networks (school districts, city, state, and federal education departments), community based organizations, not-for-profit agencies, corporations, foundations and other service providers to investigate opportunities to secure additional funding
- Responsible for other special projects assigned
- Utilizes technology to advance professional development and broaden reach

**QUALIFICATIONS:**
Required:
- Master’s Degree in Education required
- Five years experience working with NYC Public Schools
- Experience in marketing programs/services
- Experience in faculty/school based collaborations and working with empowered networks
- Excellent oral and written communication skills

Preferred:
- Experience in on-line professional development
- Experience as a staff developer/curriculum specialist
- Bilingual Spanish/English

**SALARY:** Commensurate with experience

**FLSA CATEGORY:** Exempt

**START DATE:** ASAP

**SEND LETTER & RESUME & 3 REFERENCES:**
Dr. Anita Batisti
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