Project Manager Positions Available

The Mid Hudson Teacher Center is seeking candidates for the position of project manager in 2 areas:

Science and Sustainability
Humanities

Send resume and cover letter to JoAnn Murphy-Genter (murphygj@newpaltz.edu) by August 21st.

General Responsibilities:

- Work with current instructors to offer professional learning and recruit new instructors for courses
- Work directly with MHTC staff to arrange professional learning opportunities for both inservice and preservice educators.
- Review descriptions of professional learning and make adjustments to descriptions and expectations
- Organize workshops in topic area by working with staff of MHTC to find space, determine dates and locations and technology needs for the workshops
- Work within a budget of money and resources for workshops in that area
- Be conscious of the diversity of topics and grade levels for the professional learning as well as locations if the professional learning is face to face
- Periodically meeting with MHTC directors for oversight, program planning and development.

Qualifications:

- NYS Educator in K-12 or Higher Education.
- Experience providing professional learning and teaching adult learners.
- Strong Organizational Skills.
- Work collaboratively with the team of Project managers and MHTC staff

Commitment:
This is a stipend position that starts in September 2023 and ends June 2024. It is part of a grant and can be renewed each year depending on funding. Work for this position may be done from home or other locations. Hours are flexible, however, the Project Manager will need to be in communication with MHTC staff during the week but not during teacher contract hours and
available in the evenings or weekends as needed. All Project Manager work must be done outside of the contract hours

**Application Process: Deadline - August 21st**
- Resume including listing of 3 references
- Cover Letter describing why you feel you are a good candidate for the position and be **specific** about which project manager you are applying for
- **Send to JoAnn Murphy-Genter (murphygj@newpaltz.edu)**

**Compensation:**
100 hours at $50/hr - $5,000 stipend

There will be an orientation for the Project Managers as a group. Check in for 30 minutes **every 2 weeks** for team meetings with the Director or Assistant Director.

**Science and Sustainability** - The focus will be on implementing workshops regarding changes in the Next Generation Science standards and testing as well as issues around sustainability. The person will also work with educators to design professional learning opportunities in the area of science and sustainability at the K-12 level.

**Humanities** - The focus for the Humanities Project Manager will be literature, history, foreign language, cultural studies and the arts in K-12 education. The person will work with our group of instructors to design professional learning in this area for K-12 educators.