



INSTITUTE
FOR THE STUDY
OF ADULT
LITERACY



for Research
in Family Literacy

The Institute for the Study of Adult Literacy and Goodling Institute for Research in Family Literacy at The Pennsylvania State University are hiring a new Director! This search has been re-opened with a new title and updated responsibilities.

Leading the Institutes:

The Institute for the Study of Adult Literacy (founded 1985) and Goodling Institute for Research in Family Literacy (founded 2001) are part of Penn State's College of Education. We are seeking a dynamic Director to lead the Institutes' administration, day-to-day management, and professional development projects and to write and support grants and related projects. This position offers the opportunity to be involved in professional development, direct service programming, policy advocacy, and research and evaluation projects consistent with the Institutes' missions. The Institutes are known for a collegial, supportive workplace culture and highly respected work in adult basic education and literacy, adult English as a Second Language (ESL), family literacy, and workforce education. Working closely with the Director of Research, the Director will become part of an intellectually stimulating environment with access to the resources of a top-tier, public research university.

Responsibilities:

This position entails writing proposals to secure grants and contracts for the Institutes' direct service programs, professional development, and other activities; directing the Institutes' externally funded direct service and professional development projects; building and maintaining professional relationships with various local, state, and national literacy, adult education, and workforce education groups; managing administrative tasks related to the Institutes, including the supervision of personnel; disseminating the Institutes' work and providing professional development via conferences, workshops, webinars, and other venues; and providing relevant service to the field of adult and family literacy and adult basic education (ABE).

Required qualifications:

- Earned master's or doctorate in education, program administration, or a closely related field;
- Knowledge of the field(s) of ABE, adult literacy, adult English as a Second Language, and/or family literacy;
- Experience writing grant proposals and securing external grants and/or contracts;
- Experience managing and directing externally funded projects;
- Experience developing and managing budgets;

- Experience in and evidence of a commitment to working collegially and with individuals from diverse backgrounds.

Preferred qualifications:

- Practical experience working in ABE, adult literacy, adult ESL, or family literacy;
- Experience supervising personnel;
- Experience working with state or national adult literacy, family literacy, and/or ABE governmental offices and organizations;
- Experience writing or co-writing publications for academic and non-academic audiences;
- Experience writing research or evaluation grant proposals and conducting research or evaluation.

Application procedures:

Details are available here: https://psu.wd1.myworkdayjobs.com/PSU_Academic/job/Penn-State-University-Park/Research-Associate_REQ_0000044586-1 Applications received by July 1, 2024, are assured full consideration; however, applications will be received until the position is filled. Questions about the position can be directed to:

Dr. Esther Prins
GI/ISAL Director Search Chair
c/o Kelly Capers (krs638@psu.edu)
814-865-3274