



<b>Job Title</b>	Instructional Designer
<b>PVN ID</b>	CC-2406-006309
<b>Category</b>	Managerial and Professional
<b>Location</b>	The CITY COLLEGE of NEW YORK
<b>Department</b>	Building Performance Lab
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$70,000.00 - \$80,999.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Aug 15, 2024 (Or Until Filled)

## General Description

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The CUNY BPL Training Department provides continuing education programs for facility managers, building operators, and energy professionals, and it supports building operations research and development. Under this umbrella, the Training Department recently added workforce development training for newcomers to the building performance industries. CUNY BPL also runs an extensive internship program for CUNY students that provides real world experience and hands-on work in each of the organization's program areas. CUNY BPL staff have expertise in a wide range of areas related to building systems, operations, and data, and the design process. CUNY BPL Training engages both private and public sector clients, including city, state, and federal agencies.

The Instructional Designer will enhance the learning experience for multiple programs by supporting subject matter experts (SMEs) and instructors. This role involves the customization and supervision of the Learning Management System (LMS), designing student experiences, coordinating online learning, and contributing to ongoing program development.

## Other Duties

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The position may include all or a subset of the following activities, as required:

### Instructional Design and Support:

- Provide instructional design support for SMEs and instructors across various programs.
- Customize the LMS to meet the needs of all program participants and supervise its use.
- Incorporate the Universal Design for Learning and Quality Matters Frameworks to meet the needs of diverse learners.
- Design and manage online student experience programming, ensuring continuous evaluation through LMS tools.

- Coordinate online learning efforts and integrate LMS with associated program websites.
- Collaborate with other BPL staff for ongoing program development.

#### **LMS Management:**

- Oversee the management of the program LMS, including the transition to BrightSpace.
- Ensure the effective use of LMS across multiple campus partners.
- Develop and conduct professional development workshops to assist interns and junior staff in using the LMS for class support, assessments, tracking student progress and other relevant tasks.

#### **Curriculum Development:**

- Work closely with SMEs to develop curricula and establish development timelines.
- Enhance pedagogical aspects of materials for both in-person and online instruction, including the redesign of existing content.
- Support the development of lesson plans, exercises, and class projects.
- Develop and oversee the creation of course manuals, instructor manuals and other guidebooks as needed for programs across CUNY BPL.

#### **Instructional Support:**

- Create and maintain instructor-support materials and conduct instructor orientations.
- Provide consultation and conduct workshops for instructors as needed.
- Establish quality assurance measures for the learning experience.
- Develop assessment tools and evaluation methods to monitor course outcomes for programmatic reporting
- Conduct class visits as needed to assess instructional needs and evaluate program effectiveness.

#### **Staff Development:**

- Support instructional staff development in various training programs.

## **Qualifications**

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The ideal candidate will bring the following education, skills, and experience to this position:

#### Required

- Proven experience and demonstrated expertise in instructional design, curriculum development and instructional support, preferably in a higher education setting.
- Strong proficiency in LMS management, preferred expertise in Brightspace.
- Demonstrated ability to develop curricula and instructional materials, including designing and delivering professional development workshops for a variety of stakeholders.
- Project management and organizational skills.
- Strong project management, collaboration and communication skills.
- Experience consulting with SMEs and instructors.
- Master's degree in Education, Instructional Technology, Curriculum and Instruction, or a related field.