

Job Title	Project Manager
PVN ID	HC-2108-004192
Category	Managerial and Professional
Location	HUNTER COLLEGE
Department	Learning & Development Project at Silber
Status	Full Time
Annual Salary	\$62,000.00 - \$66,000.00
Hour(s) a Week	35
Closing Date	Oct 25, 2021 (Or Until Filled)

General Description

Professionals come to the Learning & Development Projects at the Silberman School of Social Work to keep pace with complex and rapidly changing fields. Our professional development and training programs focus on developing core skills, including: client engagement, equity and inclusion, and stress management. We blend traditional classroom instruction with distance learning technologies, and aim to instill a sense of confidence in learners by giving them tools to meet the challenges of their professional lives. With decades of experience in adult learning and professional development, we excel at working with individuals and organizations to create customized programs and events.

The Learning & Development Projects (L&D) is seeking a Project Manager who is and has demonstrated experience leading projects, developing curriculum and training. Successful applicants must have facility with problem solving, decision making, interpersonal leadership, and, the ability to use resources towards training, curriculum development and facilitation. Of Note: candidates must have experienced managing contracts, and, effectively support and promote the work of L&D, Silberman and its partners.

Other Duties

Scope of Responsibility: Manages training, curriculum development and reports for LDST01 and MDI01.

Job Duties: Oversees the day-to-day administration of the LDST01 and MDI01 projects, ensuring that all program and training deliverables are completed within specified deadlines. Responsible for any revisions, or design to new or existing curriculum, facilitating training and work directly with the Office of Children and Family Services and Office of Temporary and Disability Assistance to meet contract deliverables, and for preparing quarterly and other required reports

Qualifications

Qualifications: Applicants must be professional, organized, detail-oriented, and self-motivated; who respond well to taking direction in a fast-paced environment; and have an ability to work with diverse people and communities using strong customer service skills. The applicant must be able to manage the logistics of multiple training events throughout New York State.

Bilingual applicants with fluency in Spanish are a plus, but not necessary. This is a full time position that will require some travel.

The successful candidate will have:

- A bachelor's degree (masters-level preferred) **AND**
- Experience designing experiential and interactive curricula based on adult learning principles and techniques
- At least 10 years or more experience training and developing curriculum **AND**
- 5 years' experience supervising and managing contracts and staff
- Effective written, oral and interpersonal communication skills
- Experience developing and managing complex, interdisciplinary projects involving multiple constituents
- A strong work ethic and the ability to collaborate effectively with internal and external partners are essential
- Strong understanding of importance of customer service, strategic thinking and the ability to work with diverse individuals and communities
- Must have extensive knowledge and proficiency with Microsoft applications