

<b>Job Title</b>	Part-time Visionlearning Project Manager
<b>PVN ID</b>	JJ-1710-002112
<b>Category</b>	Clerical/Office Services
<b>Location</b>	JOHN JAY COLLEGE OF CRIMINAL JUSTICE

**Department**

<b>Status</b>	Part Time
<b>Salary</b>	Depends on qualifications
<b>Hour(s) a Week</b>	10.00-17.00
<b>Closing Date</b>	Nov 21, 2017 (Or Until Filled)

## General Description

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Visionlearning ([www.visionlearning.com](http://www.visionlearning.com)) is an online science education platform that provides free learning modules and assessment tools to teach the process of scientific discovery. We are searching for a part-time Project Manager to handle day-to-day tasks related to the site and associated projects. Under general direction, this role is responsible for management of the Visionlearning project and hands-on assistance with content publishing. This role reports to the Project Director and oversees part-time employees and contractors working on concurrent activities.

## Other Duties

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- Upload material to the website as it is developed by employees and contractors.
- Organize and manage all website-related tasks.
- Work with authors, editors, and digital artists to develop and launch content.
- Assist with editing and posting multimedia content.
- Communicate with the team and ensure all members are on schedule with delegated tasks.
- Ensure material meets quality guidelines and manage the peer review process for all new content.
- Collect, analyze, and translate data about the website and mobile applications' traffic and usage to optimize performance.
- Implement and manage creative growth strategies, including methods to monetize resources and generate revenue.
- Additional duties as assigned.

## Qualifications

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- Bachelor's degree or equivalent work experience.
- Superior communication and writing skills.
- Ability to effectively interact with staff, contractors, and management personnel.
- Attention to detail, excellent organizational skills, good follow-up, and judgment skills.
- Ability to handle multiple projects with effective resolution when priorities shift.
- Basic knowledge of current web technologies, such as online content management systems, HTML, and audio/video file formats.
- Experience with digital marketing and online income-generation tools, such as Google Ads and Amazon Affiliates.
- Knowledge of and interest in STEM education and/or publishing.

Preferred skills & experience:

- 3+ years work experience as a project manager.
- Education or experience working with an online content management system in a STEM field, such as a writer and editor.
- Experience in academic and/or digital publishing.