Job Title	Part-time Visionlearning Project Manager
PVN ID	JJ-1711-002218
Category	Clerical/Office Services
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	
Status	Part Time
Salary	Depends on qualifications
Hour(s) a Week	0.00
Closing Date	Feb 19, 2018 (Or Until Filled)

General Description

Visionlearning (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

- Upload material to the website as it is developed by employees and contractors.
- Organize and manage all website-related tasks.
- Work with authors, editors, digital artists, and videographers 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

- 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.