

Job Title	Part-Time Technology Training Coordinator
PVN ID	LE-2304-005584
Category	Instruction and Social Service
Location	LEHMAN COLLEGE
Department	School of Continuing and Professional St
Status	Part Time
Hourly Rate	\$45.00-\$50.00
Hour(s) a Week	0.00-10.00
Closing Date	Jun 25, 2023 (Or Until Filled)

General Description

Responsibilities

Teaching

- Part-time evening courses in certificate courses
- Upskilling adults looking to start a career or advance a career in technology

Program and Curriculum Development

- Research, plan and develop program courses based on emerging technologies and in-demand jobs.
- Research/keep track of offerings in the subject area by other colleges (CUNY and other) to evaluate opportunities for growth and expansion.
- Ensure all curricula are documented, maintain current syllabi for each course
- Manage program accreditation, if applicable.
- Collaborate with CE Director on course pricing and profitability (including enrollment targets and breakeven)
- Select textbooks, e-materials and/or manuals and communicate information to registrar.
- Schedule each semester's classes and submit to registrar by catalog deadline.
- Monitor and maintain program and course descriptions for accuracy.

Instructional Quality and Integrity

- Ensure instructional quality through class observations, student evaluations and syllabi review.
- Assign teachers to all scheduled classes and communicate teaching assignments, contact information and rates to CE finance manager to ensure accurate and timely payroll.
- Hire and supervise teachers in collaboration with CE Director.
- Provide orientation and onboarding to new teachers
- Responsible for instructors' timely submission of zoom links/room assignment, syllabi, attendance, grades and student evaluations to registrar.

- Observe teachers, complete a faculty observation form, submit it to the CE Director.

Other Duties

Student Support

- Lead information/ career sessions each semester
- Respond to student email inquiries.
- Advise students as necessary.
- Troubleshoot student concerns and inform CE director of student complaints.
- Track program outcomes such as licensing exam pass rates, student evaluations, etc.

Qualifications

Requirements

- Passion for working with non-traditional adult population in the Bronx
- Experience recruiting and managing technology teachers
- Strong marketing and customer service skills
- At least six years of direct adult teaching experience
- Bachelor's degree or higher
- Flexible schedule, nights and weekends, approximately 10 hours/ week, hybrid.
- Opportunity for additional teaching hours as needed.

Preferred:

- Technology Industry experience
- Experience supporting workforce technology training programs