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<b>Job Title</b>	Summer Curriculum Developer/ Trainer
<b>PVN ID</b>	NY-2304-005531
<b>Category</b>	Managerial and Professional
<b>Location</b>	NYC COLLEGE OF TECHNOLOGY
<b>Department</b>	Office of the Provost
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$100.00-\$100.00
<b>Hour(s) a Week</b>	0.00
<b>Closing Date</b>	May 30, 2023 (Or Until Filled)

## General Description

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### CUNY Career Launch

This summer, thousands of CUNY students will prepare their careers by interning in a job related to their major and that requires a college degree. A new initiative will recruit students from throughout CUNY who haven't had substantial paid professional experience but who are ambitious, bright, and ready to practice what they are learning in the classroom in the work world. The goal is to better position them for entry into the labor market while promoting their long-term success.

Interns will have the opportunity to build skills, extend their professional networks, add valuable experience to their resumes, and contribute to employers throughout NYC in several key industries, such as education, healthcare, and government. Employers will benefit from CUNY students' many talents and knowledge.

This new initiative will be coordinated in CUNY's Central Office of Academic Affairs and implemented in 5 CUNY colleges.

### CUNY Career Launch - Public Engagement Unit (PEU)

New York City of Technology (City Tech) will serve as the lead on the Career Launch partnership between the Public Engagement Unit of the Mayor's Office and CUNY. Career Launch PEU internships give CUNY

students a chance to improve New York City's future one person at a time. To create healthy, caring, and resilient communities, students will conduct proactive outreach to vulnerable New Yorkers in the community and connect them to important government benefits and neighborhood resources. While making a difference in the lives of fellow New Yorkers, students also gain real-world experience and expand their transferable job skills such as leadership, communication, and confidence.

The program is looking to hire 100+ undergraduate interns, and multiple key staff positions for the summer.

**An experienced curriculum developer/ trainer is needed to create, support, and facilitate training for the undergraduate interns.**

### **Summer Curriculum Developer/ Trainer**

- Create a high impact, compelling curriculum plan for the undergraduate Career Launch interns.
- Create curricula for initial training in collaboration with PEU and College staff.
- Adapt curriculum plan and curricula based on feedback from PEU, Central Office, and College staff.
- Facilitate training both at the start of and throughout the Career Launch internship program.
- Amend curricula as needed to address topics that are most relevant to PEU campaigns and specific skills of interns.
- Meet with PEU, Central Office, and College staff as needed.
- Maintain understanding of policies and regulations relevant to the program.

## **Other Duties**

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- Perform other duties as needed.

## **Qualifications**

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- Minimum of Bachelor's degree in curriculum development or related field; advanced degree preferred.
- Minimum of 5 years of relevant experience.
- Excellent skills in curriculum design and curriculum planning.
- Superior facilitation and presentation skills.
- Experience working in a higher education setting with a diverse student population.
- Outstanding strategic thinking and problem-solving skills.

- Excellent organizational skills, time management skills, attention to details and ability to meet deadlines.
- Excellent writing, interpersonal, and communication skills.
- Ability to be flexible and to adapt to changing situations and priorities.

**Compensation: \$100 /hour**

Period: June - September 2023

Job Type: Contract

**This is a grant-funded position, which will end in September 2023.**