Job Title	eLearning Developer (Author or Trainer)
PVN ID	PS-1611-001484
Category	Instruction and Social Service
Location	CUNY SCHOOL OF PROFESSIONAL STUDIES
Department	CUNY School of Professional Studies
Status	Full Time
Annual Salary	$53,000.00 - $56,000.00
Hour(s) a Week	35
Closing Date	Feb 08, 2017 (Or Until Filled)

General Description

The School of Professional Studies of the City University of New York (CUNY SPS) has launched eighteen degrees: ten bachelor's degrees open to students with 24 or more college credits who wish to complete their undergraduate studies, and eight master's degrees, with more programs currently in development. CUNY SPS leads the University in developing and operating online degree programs, and trains faculty throughout CUNY in online instruction. CUNY SPS is also the home of the Joseph S. Murphy Institute for Worker Education and Labor Studies, which offers higher education programs for working adults and union members, and serves as a nationally-recognized center for scholarship and resources for labor, academic and community leaders seeking a deeper understanding of labor and urban issues.

In addition to its degree programs, CUNY SPS develops and delivers custom learning programs for numerous New York City and New York State government agencies. CUNY SPS seeks a full-time eLearning Developer (Author or Trainer) for its program partnership with the New York State Office of Children and Family Services Bureau of Training and Development (OCFS BTD). Through this partnership, CUNY SPS develops and delivers online synchronous and asynchronous training to thousands of OCFS employees and non-profit provider agency staff statewide. We have a track record of creating cutting-edge eLearning experiences and integrating new technologies into blended learning solutions.

This position is physically located on-site at the NYS Office of Children and Family Services in Albany-Rensselaer, New York.

Other Duties

As a member of a dynamic on-site eLearning Team, the eLearning Developer (Author or Trainer) works collaboratively with agency subject matter experts to create either highly interactive asynchronous or

synchronous eLearning courses for human services professionals. Successful candidates for the Author position will leverage her/his multimedia and animation skills to author online modules using Articulate Storyline or Lectora. Successful candidates for the Trainer position will design and deliver live virtual classroom trainings using iLinc. We are looking for committed and creative individuals with either eLearning authoring or training experience to create highly engaging eLearning experiences for adult learners. As part of the interview process, candidates will be asked to provide samples of their work.

Qualifications

Author Activities:

- Develop new, and convert existing, courses to be delivered as online asynchronous eLearning;
- Develop all multimedia needed for projects;
- Liaison with subject matter experts on asynchronous course development;
- Assess projects and determine the appropriate use of technology;
- Make development related decisions informed by pedagogical/adult learning theory or research;
- Perform tasks necessary to the project management of online learning development; and
- Other duties as assigned.

Author Qualifications:

- Bachelor's Degree required, with degree in related field preferred.
- Minimum of 1 year of experience developing with asynchronous development tools (e.g., Articulate Storyline or Lectora) required.
- Experience with multimedia development/editing software (e.g., image, audio, video editing), a plus.
- Proficiency in MS Office applications.
- Ability to clearly articulate ideas, concepts and visions for eLearning projects.
- Ability to work both collaboratively as part of a learning team, as well as work independently in a self-directed manner.
- Ability to convey complex concepts visually.
- Experience in graphic design and layout, a plus.

OR

Candidates applying for **eLearning Developer (Trainer)** will perform the following job duties and fulfill the following qualifications:

Trainer Activities:

- Develop new, and convert existing, courses to be delivered as synchronous virtual classroom training and webinars using iLinc;

- Deliver synchronous virtual classroom sessions;

- Liaison with subject matter experts on synchronous eLearning development;
- Assess projects and determine the appropriate use of technology;
- Make development related decisions informed by pedagogical/adult learning theory or research;

- Perform tasks necessary to the project management of live online class development; and
- Other duties as assigned.

Trainer Qualifications:

- Bachelor's Degree required, with degree in related field preferred.
- Minimum of 1 year of experience teaching with synchronous training tools (e.g., iLinc, WebEx, GoToMeeting, etc.) required.
- Proficiency in MS Office applications.
- Ability to clearly articulate ideas, concepts and visions for eLearning projects.
- Ability to work both collaboratively as part of a learning team, as well as work independently in a self-directed manner.
- Ability to engage diverse audiences of remote learners.
- Ability to develop creative and dynamic presentations.

Please Note: Applicants should indicate whether they are applying for the eLearning Developer (Author) or eLearning Developer (Trainer) position as part of their application (e.g., in a cover letter or the online application "Comments" box).

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