
Job Title	Learning Coach, Part-time
PVN ID	PS-1808-002657
Category	Instruction and Social Service
Location	CUNY SCHOOL OF PROFESSIONAL STUDIES
Department	CUNY School of Professional Studies
Status	Part Time
Salary	Depends on qualifications
Hour(s) a Week	0.00
Closing Date	Jan 18, 2022 (Or Until Filled)

General Description

The CUNY School of Professional Studies (CUNY SPS) provides online and on campus degree and certificate programs that meet the needs of adults who are looking for a seamless way to finish or transition into a bachelor's degree, earn a master's degree or certificate in a specialized field, advance in the workplace, or change careers.

Drawing on CUNY's nationally and internationally renowned faculty and practitioners, as well as industry and education partners, the School's programs provide opportunities for personal growth, job mobility, greater civic participation, and new ways to advance knowledge.

Home to the first fully online degree programs at the City University of New York, CUNY SPS offers fully accredited degree and certificate programs for students who want the flexibility and convenience of online education. CUNY SPS was ranked in the top 5% in the Nation in U.S. News & World Report's list of the 2018 Best Online Bachelor's Degree Programs.

CUNY SPS manages a portfolio of energy management training programs on behalf of the Department of Citywide Administrative Services Energy Management Division. This program is designed to help professionals working in the City of New York's agencies envision a learning path specifically targeted to their professional and personal development goals. It also prepares them to make energy-smart decisions that assist the City in meeting its greenhouse gas (GHG) emissions reduction goals.

The Learning Coach will be responsible for guiding and facilitating adult-learning experiences, by working closely with cohorts of students participating in the nationally recognized Building Operator Certification Level-2 program. He/she will leverage their strong understanding of the primary target audience of building engineers and operators in terms of their needs, strengths, weaknesses and motivations to coach them through the various segments of the program and prepare them to successfully complete the BOC-2 credentialing requirements.

Other Duties

Reporting to the Program Director for the Energy Management Portfolio, the Learning Coach will:

- ? Track the cohort of BOC-2 learners across multiple modules.
- ? Assist students in overcoming challenges to completing class work and program projects.
- ? Collaborate with program instructors to identify any challenges particular students are facing with course content, and provide support in addressing the learning gaps.
- ? Coach and guide students in completion of their practical projects and class activities.
- ? Assist students in finding resources, people and references needed for class and project work.
- ? Advocate for students with their supervisors and agencies to get the time and support they need at work to complete the out-of-class activities and project work.
- ? Support students in applying aspects of concepts learned through the practical projects at their facility.
- ? Manage stakeholder relationships, including clients and partner organizations to ensure learning programs align to agency objectives.

Qualifications

Minimum requirements for the position:

- ? Bachelor's degree in area of specialty.
- ? Masters-level study or industry certifications in instructional systems design and/or training delivery for adult learners is **preferred**.
- ? Advanced degree in engineering or certifications in CEM (Certified Energy Manager), or LEED (Leadership in Energy & Environmental Design) or BOC (Building Operator Certification) preferred.
- ? 5 or more years' experience designing, developing, and implementing technical training for adult learners in a higher education setting preferred.
- ? 5 or more years' of content expertise in HVAC controls and sensors, building maintenance, electrical, boiler systems, and energy savings strategies preferred.
- ? Ability to respond effectively to feedback and adjust teaching strategies to motivate students and respond to their needs.
- ? Ability to manage the classroom environment, leverage diversity and engage learners.
- ? Ability to effectively deliver instruction according to defined course learning objectives and established curriculum, both in-person and in virtual setting.
- ? Experience providing coaching and mentoring to motivate adult learners.
- ? Experience facilitating adult learning through group activities with the ability to explain and run complex classroom activities.
- ? Organizational skills, attention to detail, and ability to follow established processes.
- ? Ability to communicate effectively, both orally and in writing and demonstrate strong influencing skills.
- ? Ability to work independently and collaboratively.
- ? Strong computer skills required: MS Office (i.e. Microsoft Word, Excel, PowerPoint, Access, Project), and Visio.

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