Job Title	Project Manager, Learning & Development
PVN ID	PS-1808-002683
Category	Research
Location	CUNY SCHOOL OF PROFESSIONAL STUDIES
Department	CUNY School of Professional Studies
Status	Full Time
Annual Salary	$65,000.00 - $85,000.00
Hour(s) a Week	35
Closing Date	Jan 09, 2019 (Or Until Filled)

General Description

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 online degree and certificate programs for students who want the flexibility and convenience of online education.

CUNY SPS is recruiting candidates for Project Manager, Instructional Design position to help guide the development of new learning programs through the Institute's Learning Program Development Process. This individual will direct and coordinate activities of the individual project teams to ensure that the learning program progresses on schedule, within budget and produces a high quality product.

The new hire will join a team of CUNY colleagues, and will work on site at ACS offices in lower Manhattan.

Hours: 35 hours/week (daily schedule 9am-5pm, with some occasional evening hours required).

Other Duties

- Reviews Project Charters to define scope of work, develop workplan and define all deliverables
- Establishes overall project plan identifying key milestones, resources and deliverables
- Outlines workplan in conjunction with product owner (ACS Lead), vendors and other project team members to cover the entire lifecycle of the projects.
- Coordinates with product owner (ACS Lead) to ensure content development and subject matter experts are resourced efficiently
- Provides leadership to clear barriers to team progress, maintain adherence to the workplan, resolve conflicts within the team and outside the team and ensure the project goals and staff assignments are realistic and achievable.
- Applies instructional design methodology and knowledge of adult learning principles throughout development cycle
- Maintains productive relationships with all project stakeholders and project team members
- Manages the involvement of external design vendors in the development of learning solutions.

Qualifications

- Bachelor's Degree, Master's Degree preferred.
- Minimum of two (2) years full time experience working in product development, project development or curriculum development environment
- Knowledge of project management methodology, tools and techniques. PMP certification preferred.
- Knowledge of instructional design methodology and adult learning principles
- Ability to manage multiple stakeholders including third party vendors, subject matter experts (SMEs), project team members and senior leadership
- Ability to set priorities, manage time and meet multiple deadlines in a fast paced environment
- Ability to work independently and collaboratively High levels of proficiency in Microsoft Office products (Word, Excel, and PowerPoint)
- Experience working with project management software (Microsoft Project, Basecamp, etc.)
- Knowledge of government operations, human services, and/or child welfare programs a plus.
- Strong attention to detail and organizational skills.
- Excellent team work and collaboration skills.
- Customer service and problem solving skills.
- Excellent written and verbal communication skills.