

Job Title	Deputy Director, Learning & Development Project Management
PVN ID	PS-1809-002711
Category	Managerial and Professional
Location	CUNY SCHOOL OF PROFESSIONAL STUDIES
Department	CUNY School of Professional Studies
Status	Full Time
Annual Salary	\$90,000.00 - \$105,000.00
Hour(s) a Week	35
Closing Date	Nov 28, 2018 (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 is recruiting candidates for the role of Deputy Director of Instructional Design who will be responsible for leading a team of project managers and external instructional design vendors. The team is responsible for managing the development of learning materials, sourcing and managing vendors, and the organization and management of training and program resources, as it establishes a new professional development institute for child welfare and juvenile justice professionals in partnership with CUNY SPS.

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

Other Duties

Reporting to the Program Director, the Deputy Director will:

- Coach and supervise a team of internal Instructional Design Project Managers responsible for building a broad array of blended learning solutions.
- Oversee a portfolio of projects, ensuring that all adhere to schedule, scope, quality, and budget.
- Collaborate closely with the ACS sponsor, product owner (ACS Lead) and stakeholders for each training initiative to ensure learning programs meet the needs of the Workforce Institute and are developed to a consistent standard that considers instructional design and adult learning best practices.
- Establish and implement policies and procedures as necessary incorporating project management and instructional design best practices.
- As needed, consult with client stakeholders and subject matter experts regarding development of learning materials and reference tools to support changes in program policy, SOPs, talking points, system enhancements, new workflows, and special projects in formats including PowerPoint presentations, videos, job aids, instruction sheets, etc.
- Identify, contract with, and manage instructional design vendors to execute on planned statement of work initiatives.
- Serve as a resource for the program by fostering a strong network of instructional design and project management SMEs, staying current on the latest practices, and gaining access to relevant tools and resources.
- Serve as project manager on high priority/profile projects as needed.
- Continually identify ways to improve the process of developing learning programs through After Action Reviews and other approaches.
- Collaborate with cross-functional team leads to utilize LMS and classroom functionalities to maximize learning effectiveness and knowledge transfer. As needed, develop or manage the internal development of training tools and materials to support enhanced employee performance.
- Other duties as assigned.

Qualifications

- Bachelor's degree, preferably a Master's degree, in instructional design, organizational development adult learning principles and/or project management;
- A minimum of eight (8) – ten (10) years' experience in learning and development including conducting needs assessments and designing and developing classroom format and e-learning training materials to meet the identified needs;
- Strong knowledge of adult learning theory and instructional design methodology (CPLP certification a plus)
- A minimum of two (2) – three (3) years' experience managing staff;
- Demonstrated project management experiences (PMP or Agile certification a plus);
- Experience managing vendor relationships and contracts;
- Platform and virtual training delivery experience preferred;
- Strong proficiency with software including Microsoft Word, Excel, Powerpoint and online delivery platforms (e.g. Storyline, Articulate, Captivate, etc.);
- Excellent oral and written communication skills which produce clear and concise materials;

- Experience working on a diverse team, and with diverse constituencies;
- Proven success managing client relationships, preferably onsite;
- Demonstrated ability to define and document business processes through research and client meetings;
and
- Ability to work independently and collaboratively in a fast-paced and complex work environment.

THE RESEARCH FOUNDATION OF THE CITY UNIVERSITY OF NEW YORK is an Affirmative Action/Equal Opportunity Employer/Americans with Disabilities Act/Protected Veterans Status/E-Verify Employer