Job Title	Curriculum Developer and Trainer
PVN ID	PS-1901-002898
Category	Instruction and Social Service
Location	CUNY SCHOOL OF PROFESSIONAL STUDIES
Department	CUNY School of Professional Studies
Status	Full Time
Annual Salary	$65,000.00 - $75,000.00
Hour(s) a Week	35
Closing Date	Oct 31, 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.

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 partnering with the NYC Department of Homeless Services (DHS) to create and manage a comprehensive learning program to support DHS employees as they work to prevent and address homelessness in New York City. Specifically, the program will (1) develop and implement policy and procedure to support shelter operations and (2) train DHS employees on operational processes and city mandated topics.

Other Duties

The Curriculum Developer and Trainer will be responsible for working with DHS staff on the design and development of new course content both in-classroom and online, and the delivery of training to DHS shelter staff and DHS service provider staff. Developing curriculum often includes writing detailed and extensive training manuals for participants and facilitators, as well as developing PowerPoint presentations, activities, job aides, and other performance support tools.

An ideal candidate:

- Is an experienced curriculum developer and writer/author skilled in creating engaging and effective training experiences – and can share examples to showcase these skills.
- Thrives on quickly learning new processes and technologies with minimal direction and has an interest in

translating that knowledge into innovative training materials.

- Enjoys communicating and collaborating effectively with subject matter experts, other curriculum developers, technical writers, and trainers.

Reporting to the Program Director, the Curriculum Developer and Trainer will:

- Collaborate with DHS's subject matter experts and other team members to develop content knowledge of the Department of Homeless Services program.
- Implement instructional design methodology to develop classroom-based and/or eLearning courses for DHS shelter staff and DHS service provider staff.
- Utilize adult learning principles and communication techniques to write effective curricula meeting high standards of quality.
- Transition written and/or eLearning curricula into the classroom as a Trainer for DHS staff.

- Act as development team lead for the production of online learning as stand-alone products or as part of a blended learning approach including: on-going assessment of learning objectives, scope and content to determine best platform; create and maintain eLearning templates for project-wide use; develop and facilitate professional development sessions to build eLearning and blended learning capacity across team; other duties as assigned.

- Research, assess and, as needed, recommend eLearning courseware packages, and support development of appropriate courseware tools.
- Other duties as assigned.

Qualifications

- Demonstrated implementation of instructional design methodologies in developing courses and related classroom materials
- A minimum of two (2) years full-time experience directly related to developing classroom training programs with more technical or process-oriented content.
- Bachelor's degree required; Master's degree in related field preferred.

- The ability to analyze and synthesize complex content, plus exceptional writing skills, needed to produce comprehensive course facilitator and participant guides.
- Demonstrated experience in developing online learning courses.
- Experience in developing asynchronous training required; Articulate experience required.

- Experience with multimedia development software such as Photoshop, Flash, and Corel Visual Studio Pro is highly desirable. Experience with digital audio and video editing is a plus.

- Aesthetic sense and ability to apply principles of graphic design to create appropriate and visually appealing training material
- Strong facilitation skills. Ability to engage learners and manage a classroom of learners with differing needs and abilities.
- Knowledge of government operations, human services, and/or shelter programs a plus.

Initial appointment of six months.