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| **Job Title** | Curriculum Developer and Trainer |
| **PVN ID** | PS-1902-002942 |
| **Category** | Managerial and Professional |
| **Location** | CUNY SCHOOL OF PROFESSIONAL STUDIES |
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| **Department** | CUNY School of Professional Studies |
| **Status** | Full Time |
| **Annual Salary** | $65,000.00 - $80,000.00 |
| **Hour(s) a Week** | 35 |
| **Closing Date** | Apr 10, 2019 (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.

SPS manages a comprehensive employee learning and performance support program for the New York City Human Resources Administration (HRA) Office of Child Support Services (OCSS). OCSS works to ensure that children are financially supported by their non-custodial parents; the goal of the SPS program is to ensure that OCSS's staff and vendors are equipped with the knowledge, skills, and procedural information needed to do their jobs and carry out this mission.

### Duties and Responsibilities:

As a Curriculum Developer and Trainer, you will design, develop, maintain, and deliver training to OCSS staff. You will collaborate with other members of the training team and key OCSS staff to write training manuals, PowerPoint presentations, job aids and other performance support tools. As a member of the Curriculum Development and Training team, you will proactively develop your own understanding of the child support process, and the systems and tools used to support the process, and translate that into powerful learning solutions that combine solid design, rapid development, and creative delivery.

What we're looking for: You are an experienced curriculum developer and writer/author very skilled in creating

engaging and effective training experiences around very in-depth, complex topics – **and you have examples to share that showcase those skills.** You thrive on quickly learning new processes and technologies with minimal direction, and have an interest in translating that knowledge into innovative, often in-depth training materials. You enjoy communicating and collaborating effectively with subject matter experts, other curriculum developers and technical document writers.

## Other Duties

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

·    Conduct training needs assessments for OCSS and be able to select the most suitable learning product.

·    Collaborate with OCSS subject matter experts and other team members to develop deep content and process knowledge of the child support program.

·   Implement instructional design methodology and adult learning principles to write and develop classroom-based courses, blended learning activities, and eLearning.

·    Communicate complex and ideas and processes graphically through creating visually appealing training materials and curricula.

·    Provide instruction in classroom-based settings to adult learners; typically in job-based technical and specialized subject areas pertaining to the child support process and related systems.

·    Other duties as assigned.

## Qualifications

**Minimum requirements for the position:**

·   Bachelor's degree required; Master's degree in related field preferred.

·   A minimum of two (2) years full-time experience directly related to developing classroom training programs and materials with more technical or process-oriented content.

·   Demonstrated implementation of instructional design methodologies in developing courses and related classroom materials.

·   **Exceptional** writing skills and high levels of proficiency in Microsoft Word needed to produce logical and comprehensive participant guides and other learning tools.

·   Experience creating e-learning or blended learning curricula. Proficiency in eLearning authoring tools, e.g., Adobe Captivate and /or Storyline.

· Very strong PowerPoint and graphic design capabilities to create visually appealing training materials.

· Strong facilitation skills. Ability to engage learners and manage a classroom of learners with differing needs

and abilities

· Ability to analyze and synthesize complex content

·    Flexibility and ability to work independently and collaboratively in a fast-paced, demanding, and complex work environment. ·    Knowledge or experience in government operations, human services, and/or child support programs a plus.

**Office located in downtown Manhattan**

**Role requires occasional travel within New York City**

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