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<b>Job Title</b>	Curriculum Developer/ Trainer- Technical Content
<b>PVN ID</b>	PS-1904-003045
<b>Category</b>	Instruction and Social Service
<b>Location</b>	CUNY SCHOOL OF PROFESSIONAL STUDIES
<b>Department</b>	CUNY School of Professional Studies
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$65,000.00 - \$80,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Apr 30, 2020 (Or Until Filled)

## General Description

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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.

## Other Duties

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### Duties and Responsibilities:

As a Curriculum Developer /Trainer, you will proactively develop your own understanding of the systems and tools used to support the child support process, and translate that knowledge into powerful learning solutions that combine solid design, rapid development, and creative delivery. In collaboration with other members of

the OCSS subject matter experts, you will research and write detailed training manuals on technical topics focused mainly around operational processes. You will also develop PowerPoint presentations, job aids and other performance support tools to create a complete set of course materials to deliver in the classroom.

What we're looking for: You are an experienced curriculum developer, energetic researcher, and writer skilled in creating engaging and effective training experiences around complex topics – **and you have examples to share that showcase those skills**. You thrive on learning new processes and technologies with minimal direction and have strong project management capabilities.

#### **Other Duties:**

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

- Conduct training needs assessments for OCSS and suggest appropriate training strategies.
- 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 ideas and processes graphically by creating visually appealing training materials and curricula.
- Provide instruction in classroom-based settings to adult learners; typically in job-based and specialized subject areas pertaining to the child support process and related systems.
- Other duties as assigned.

## **Qualifications**

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#### **Qualifications:**

- Ability to analyze and synthesize complex 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.
- Very strong PowerPoint and graphic design capabilities to create visually appealing training materials.
- Strong facilitation skills. Experience in engaging adult learners and manage a classroom of individuals with differing needs and abilities.
- 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.

#### **Minimum Requirements:**

- A minimum of two (2) years full-time experience directly related to developing adult classroom training

programs and materials with technical or process-oriented content..

- Bachelor's degree required; Master's degree preferred.
- Experience creating e-learning or blended learning curricula - especially in eLearning authoring tools such as Adobe Captivate and /or Storyline - a plus.

**Salaried position with full benefits package**

**Office located in downtown Manhattan, but role requires occasional travel within New York City**

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