

Job Title	Energy Management Training Program Coordinator
PVN ID	PS-1904-003058
Category	Clerical/Office Services
Location	CUNY SCHOOL OF PROFESSIONAL STUDIES
Department	CUNY School of Professional Studies
Status	Full Time
Annual Salary	\$45,000.00 - \$55,000.00
Hour(s) a Week	35
Closing Date	Aug 13, 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.

CUNY SPS seeks an experienced detail-oriented learning and development professional to join our training team in the role of Program Coordinator. This role will be an integral part of the Energy Management Training team that manages the Department of Administrative Services' energy management portfolio of learning programs.

The Program Coordinator will be responsible for supporting the design, development, delivery, administration and reporting of relevant learning programs. These programs are designed to prepare City facility personnel to make energy-smart decisions; that assist the City of New York in meeting its greenhouse gas (GHG) emissions reduction goals. The new hire will join a team of CUNY SPS colleagues, and work on site at the CUNY School of Professional Studies in mid-Manhattan.

Other Duties

Reporting to the Program Director of the Energy Management Training Program, the Program Coordinator will:

- Manage the administration of energy related training programs including:
 - Planning and logistics for courses and programs for building operators, trades personnel and energy managers who work across the five
 - Managing the processing of invoices and tracking expenses for vendors, supplies and course materials.
 - Processing registration requests by inspecting enrollment forms to guarantee all relevant learner information is captured prior to the start of courses and documented in the learning management system.
 - Managing internal payroll documentation for subject matter expert instructors.
 - Supporting front line employees, supervisors and managers during their participation in the program by providing exceptional customer service.
 - Supporting the planning, administration and reporting for the annual Learning Fair.
 - Supporting the tracking and processing of invoices related to independent contractor agreements.
 - Collaborating with CUNY SPS partners to drive enhanced marketing and promotion of energy training programs to City agencies.
 - Researching testing and implementing software based products to compile and track course evaluation metrics to integrate into training department dashboard.
 - Collaborating with DCAS to track and report course evaluation metrics using a client friendly reporting tool.
 - Researching, designing and writing content for the energy training newsletter.
 - Assisting in the development of new program ideas to support energy training program alumni.
 - Supporting special projects and/or initiatives.

Qualifications

Minimum requirements for the position:

- Bachelor's degree
- At least three (3) years of full-time experience directly related to program administration support, preferably in higher education or professional learning and development environment.
- Proven administrative abilities, including:
 - Organizational skills, attention to detail, and ability to follow established processes.
 - Ability to work independently and collaboratively in a fast-paced, demanding, and complex work environment, with the ability to carry out complex assignments, manage multiple priorities, and adapt to changing situations and priorities.
- Demonstrated experience using computerized learning administration, data management and reporting
- Experience working with adult learners.
- Proven ability to build and maintain relationships with instructors and students.
- Strong written, oral, presentation and communication skills.
- Experience with meeting and event planning preferred.
- Knowledge of government operations and/or energy management initiatives programs,
- Technology proficiency in Microsoft Office and data management tools (i.e. ZOHO and Tableau).

