

<b>Job Title</b>	Training Coordinator, DSS Anti-Bias/Trauma Informed Training
<b>PVN ID</b>	PS-1909-003289
<b>Category</b>	Clerical/Office Services
<b>Location</b>	CUNY SCHOOL OF PROFESSIONAL STUDIES
<b>Department</b>	Office of Professional Education and Wor
<b>Status</b>	Full Time
<b>Salary</b>	Depends on qualifications
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	May 17, 2020 (Or Until Filled)

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## General Description

About 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. 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.

Within CUNY SPS, the Office of Professional Education and Workplace Learning (PEWL) designs custom workplace learning programs to help organizations achieve their goals. To our partnerships, we bring knowledge of research-based learning practices as well as experience in developing innovative programs.

A CUNY SPS Training Coordinator, DSS Anti-Bias Training Initiative, is being sought to support the launch and on-going implementation of a new city-wide initiative to train 17,000 Department of Social Service staff on anti-bias curriculum. The Training Coordinator supports the management and implementation of a robust training schedule, specifically coordinating the scheduling, registration, and reporting processes.

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## Other Duties

Reporting to the Training and Logistics Manager, the Training Coordinator will:

- Assist in the development and management of course training schedules.
- Assist in logistical planning and materials preparation for training sessions.
- Manages course session attendance information, including lateness and absenteeism, within DSS's Learning Management System (LMS).
- Prepares regular course attendance reports.
- Other duties as assigned.

## Qualifications

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- An Associate's Degree and at least two years paid experience working with instructional support activities in a clerical or paraprofessional capacity.
- Proven ability to organize diverse activities and manage multiple projects at once, observing schedules and project polices.
- Ability to keep accurate records and maintain libraries of materials.
- Knowledge of standard instructional design technology and office computer software; ability to use Microsoft Office products (Word, Excel, Access, and PowerPoint).
- Ability to communicate effectively individually and with groups, orally and in writing.
- Ability to work independently and collaboratively in a fast-paced, demanding, and complex work environment, with the ability to carry out complex assignments and adapt to changing situations and priorities.
- Knowledge of government operations, human services, and/or child support programs, a plus.