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<b>Job Title</b>	Instructional Designer, Learning and Development Project Man
<b>PVN ID</b>	PS-2001-003484
<b>Category</b>	Instruction and Social Service
<b>Location</b>	CUNY SCHOOL OF PROFESSIONAL STUDIES
<b>Department</b>	Office of Professional Education and Wor
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$65,000.00 - \$85,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	May 01, 2020 (Or Until Filled)

## General Description

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About the CUNY School of Professional Studies:

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 transition from an associate degree into a bachelor's degree, complete 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.

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.

CUNY SPS has partnered with Administration for Children's Services (ACS) to develop professional learning opportunities for child welfare and juvenile justice professionals. The collaboration between the two organizations has formed the ACS Workforce Institute (ACSWI).

CUNY SPS is recruiting candidates for a full-time Instructional Designer position within the Learning and Development Project Management Office (PMO) under ACSWI.

As a member of a dynamic PMO team, the Instructional Designer will work collaboratively with a project team, including subject matter experts, to create highly engaging learning activities and courses.

## Other Duties

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Reporting to the Deputy Director of L&D Project Management, the Instructional Designer will:

- Design and develop new learning programs to be delivered as Instructor Led-Training (ILT)
- Update and maintain existing instructor led learning programs and/or training materials
- Collaborate with ACS Lead (product owner), and subject matter experts on learning program development
- Assess project charters and determine the appropriate learning approach and program design
- Perform tasks necessary to the project management of learning development projects, which includes but is not limited to creating a project plan, managing a project team, budget, scope and timeline
- Perform other duties as assigned.

## Qualifications

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- Bachelor's Degree required, with degree in related field preferred
- Minimum 3 years of experience designing and developing adult learning programs
- Experience in graphic design and layout required
- Knowledge of instructional design methodology and adult learning principles
- Ability to clearly articulate ideas, concepts and visions for learning projects
- Excellent written and verbal communication skills
- Ability to work independently and collaboratively
- High levels of proficiency in Microsoft Office products (Word, Excel, and PowerPoint)
- Strong attention to detail and organizational skills
- Customer service and problem-solving skills
- Experience working with project management software (Microsoft Project, Basecamp, etc.)