

<b>Job Title</b>	Design and Content Specialist
<b>PVN ID</b>	PS-2010-003736
<b>Category</b>	Managerial and Professional
<b>Location</b>	CUNY SCHOOL OF PROFESSIONAL STUDIES
<b>Department</b>	Professional Education and Workplace Lea
<b>Status</b>	Full Time
<b>Salary</b>	Depends on qualifications
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Mar 31, 2021 (Or Until Filled)

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## General Description

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 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 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 2020 Best Online Bachelor's Degree Programs.

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.

*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.*

### Description:

CUNY SPS seeks an experienced Design and Content Specialist to support the NYC Administration for Children's Services (ACS) Workforce Institute which provides professional development programming for child welfare and juvenile justice staff in partnership with CUNY. The Specialist will support the Communications and Quality Assurance Manager with organizing, creating and managing the graphic design requests for course materials, website updates, and advertising and Workforce Institute branded content. The CUNY team works on-site at ACS offices and at Workforce Institute training facilities, though currently working remotely due to the pandemic.

## Other Duties

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- Support the development, organization, and creation of all graphic material design/edits/creation requests from Workforce Institute staff in accordance with Workforce Institute Brand Guidelines
- Respond to design requests in a timely manner and with excellent internal customer service.
- Work with the Communications team to create a program wide communications plan.
- Work with the Communications team to remove workflow bottlenecks, and help plan and organize project plans to meet program deadlines for content creation.
- Update the website as needed
- Assist with the development and creation of the WI newsletter
- Update, file, and organize all existing Branded material in Basecamp, and shared drives, as needed.
- Other duties as assigned.

## Qualifications

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- High School diploma or equivalent required; Associates or Bachelors in Graphic Design or similar preferred. Equivalent experience also acceptable.
- Demonstrated experience with Powerpoint, Adobe Pro, and InDesign required. Additional experience with Wordpress and Photoshop preferred.
- Demonstrated understanding in managing stakeholder relationships, including clients and partner organizations; previous customer service experience and experience with ticketing systems and project management a big plus.
- 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.
- Ability to work effectively as part of a team.
- Superior attention to detail, and proven organizational ability.
- Knowledge of other Microsoft Office Suite programs.

**\*This position is funded by a city grant program which mandates that all employees are vaccinated against COVID-19\***