Job Title	Senior eLearning Curriculum Developer and Trainer
PVN ID	PS-2010-003741
Category	Instruction and Social Service
Location	CUNY SCHOOL OF PROFESSIONAL STUDIES
Department	CUNY School of Professional Studies
Status	Full Time
Annual Salary	$75,000.00 - $85,000.00
Hour(s) a Week	35
Closing Date	Jan 04, 2021 (Or Until Filled)

General Description

About the CUNY School of Professional Studies:

The CUNY School of Professional Studies (CUNY SPS) Office of Professional Education and Workplace Learning (PEWL) provides online and on campus degree and certificate programs to meet the needs of adults who are looking to transition into or complete a bachelor's degree, earn a master's degree or a 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 is 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 professional partners, the School's programs provide opportunities for personal growth, job mobility, enhanced civic participation, and advanced ways to acquire knowledge. Within CUNY SPS, the Office of Professional Education and Workplace Learning (PEWL) designs custom workplace learning programs to help organizations achieve their goals. We bring to our partnership knowledge of research-based learning practices as well as experience in developing innovative programs.

CUNY SPS partners with the NYC Department of Social Services to create and manage comprehensive learning programs to support Department of Homeless Services and Provider Agency staff as they endeavor to address, reduce, and ultimately prevent homelessness in New York City. Specifically, the program will (1) write procedures to support shelter operations, and (2) create learning resources to train DHS employees on operational processes and city mandated topics.

Other Duties

Reporting to the Program Director, the Sr. eLearning Curriculum Developer / Trainer is a multi-faceted role that will act as a team lead to:

- Coach other eLearning Curriculum Developer /Trainer teammates to improve their instructional design, eLearning development, and project management skills
- Develop online, virtual instructor-led and in classroom courses and supporting resources
- Exercise and demonstrate excellent project management skills and relationship building skills
- Write/edit procedures from which training will be developed.
- Lead workgroup meetings with senior leadership, subject matter experts and other workgroup members to move projects forward.
- Other duties as assigned.

Qualifications

- Demonstrated implementation of instructional design methodologies in developing eLearning, virtual instructor-led, in classroom courses, and related course materials.
- A minimum of 5 years full-time experience directly related to developing eLearning, virtual instructor-led and classroom training programs with more technical or process-oriented content.
- A minimum of 3 years supervising / coaching others in content development and eLearning platforms.
- The ability to analyze and synthesize complex content, plus exceptional writing skills, needed to produce comprehensive course scripts, content, facilitator and participant guides.
- Articulate Storyline 360 experience required.
- Strong facilitation skills. Ability to engage learners in the training arena and stakeholders in meetings.
- Knowledge of government operations, human services, and/or shelter programs a plus.
- Excellent writing and presentation skills
- Bachelor's degree required, Master's degree in related field preferred.
- Initial appointment of six months.