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Job Title	Energy Management Learning Coach
PVN ID	PS-2107-004130
Category	Instruction and Social Service
Location	CUNY SCHOOL OF PROFESSIONAL STUDIES
Department	CUNY School of Professional Studies
Status	Part Time
Salary	Depends on qualifications
Hour(s) a Week	0.00
Closing Date	Jan 11, 2023 (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 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:

#### The Energy Management Institute

CUNY SPS manages a portfolio of courses in energy management training on behalf of the Department of Citywide Administrative Services Division of Energy Management. The training is designed to help facility professionals across City agencies envision a learning path specifically targeted to their professional and personal development goals. The core focus of the energy management training is on implementing energy saving measures that assist the City of New York in meeting its greenhouse gas (GHG) emissions reduction goals.

## Other Duties

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### **Duties and Responsibilities:**

Reporting to the Program Director for the Energy Management Training portfolio, the instructor will:

- Track the progress of students enrolled in the Building Operator Certificate, Level 2 (BOC-2) course across multiple modules as assigned.
- Assist students in overcoming challenges to completing class work and program projects.
- Collaborate with program instructors to identify any challenges particular students are facing with course content, and provide support in addressing the learning gaps.
- Coach and guide students in completion of their practical projects and class activities, virtually and in person.
- Assist students in finding resources, people and references needed for class and project work.
- Advocate for students with their supervisors and agencies to get the time and support they need at work to complete the out-of-class activities and project work.
- Support students in applying aspects of concepts learned through the practical projects at their facilities.
- Manage stakeholder relationships, including clients and partner organizations to ensure learning programs align to agency objectives.

## Qualifications

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Minimum requirements for the position:

Bachelor's degree in an engineering specialty (mechanical, electrical, civil, environmental, etc.) energy management, or sustainability.

Two years' experience related to the training and/or tutoring of adult learners in a higher education setting preferred, with the ability to:

- Manage the classroom environment by engaging and supporting learners and their ability to acquire the knowledge and skills in energy management and skills in energy management and sustainability.
- Respond to feedback on teaching approach and effectiveness and adjust their instructional strategy to motivate students and respond to their needs.
- Communicate effectively, both orally and in writing with the lead instructor, students and CUNY SPS program staff.
- Work independently and collaboratively with CUNY SPS program management staff.

Other competencies:

- Strong organizational skills with an attention to
- Computer skills with knowledge of Microsoft Office (Word, PowerPoint and Excel) and expertise with virtual meeting platform(s), e.g., Webex or Zoom.

Certifications preferred: Certified Energy Manager (CEM), Certified Energy Auditor (CEA), LEED (Leadership in Energy & Environmental Design) or Professional Engineer (PE) or other energy management related

credentials.