

Job Title	Training Assistant
PVN ID	PS-2108-004172
Category	Administrative Services
Location	CUNY SCHOOL OF PROFESSIONAL STUDIES
Department	Professional Education and Workplace Lea
Status	Part Time
Hourly Rate	\$25.00-\$25.00
Hour(s) a Week	1.00-17.00
Closing Date	Oct 17, 2021 (Or Until Filled)

General Description

About the CUNY School of Professional Studies

For over 15 years, the CUNY School of Professional Studies (CUNY SPS) has been leading online education in New York. Notable for offering the most [online](#) bachelor's and master's degree options at the City University of New York, and for serving transfer students as the University system's only undergraduate all-transfer college, CUNY SPS meets the needs of adults who wish to finish a bachelor's degree, progress from an associate's degree, earn a master's degree or certificate in a specialized field, and advance in the workplace or change careers.

The School's growth has been remarkable, with twenty-four [degrees](#) launched since 2006. Enrollment has risen by more than 30% in the last four years to over 4,000 students in the credit-bearing programs. Thousands more are enrolled in non-degree and grant-funded workplace learning programs. In addition, the School has an active alumni network and has established the CUNY SPS Foundation, which offers multiple scholarship opportunities to current students.

CUNY SPS has consistently been named by *U.S. News & World Report* as one of the country's top online institutions. This year, the School was ranked in the top 2% in the nation on the publisher's list of the [2021 Best Online Bachelor's Degree Programs](#).

CUNY SPS partners 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 (ACS WI).

Description:

CUNY SPS seeks a Training Assistant to support the New York City Administration for Children's Services as it establishes simulation centers at various locations within the NYC five borough offices.

This position provides Simulation Training Center support for the use of AV equipment during live and online facilitator-led simulations. Additionally, Training Assistants will support virtual training programs as a producer.

Other Duties

- **Duties and Responsibilities:**

Simulation and AV Support

- Work from written procedures and sketches to set up, test, monitor, troubleshoot AV equipment before, during, and after simulation-enhanced courses
- Work from floor and prop plan to confirm that furniture and props are set as planned and verifying working order.
- Follow the camera mapping for each rotation of the simulation-enhanced courses
- In virtual simulations, serve as producer for operational procedures, including timing, breakout groups

Simulation Center and AV Equipment Maintenance

- Verify that all AV equipment is accounted for and in working order and that cleaning procedures have been performed.
- Inform the Program Coordinator of Simulation and Technology (PCST) of any equipment in need of repair or replacement.

Virtual Training Support

- Serve as training support for virtual learning programs, including virtual simulations
- Assist participants and facilitators, as needed with troubleshooting issues on the learning platform.

Administrative

- Update an Issues Log and other reports for ongoing assessment and process improvement.
- Data entry and other administrative or clerical tasks.

Other responsibilities

- Special projects or assignments.
- Other duties as required.

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Qualifications

Qualifications:

- At minimum High school diploma or equivalent. Associate degree or higher preferred.
- Excellent computer skills and the ability to learn new software and technologies.
- Flexible; Excellent interpersonal communication skills.
- Ability to relate effectively with a variety of people and personalities and communicate clearly and effectively both orally and in writing.
- Punctual; Ability to follow directions.
- Knowledge of camera and lighting techniques or videoconferencing software or computer systems used in multimedia production, a plus.

In addition, applicants should be able to:

- Hear and adjust microphone / sound levels as needed
- See video monitor and adjust aim of recording equipment as needed
- Sit for long periods of time at a computer

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

- Stand, sit, lift up to 25 lbs, and bend
- Have visual acuity and manual dexterity to work at the computer
- Read procedural manuals.