

Job Title	Curriculum Developer/Trainer and Lead LMS Administrator
PVN ID	PS-2204-004690
Category	Instruction and Social Service
Location	CUNY SCHOOL OF PROFESSIONAL STUDIES
Department	CUNY School of Professional Studies
Status	Full Time
Annual Salary	\$85,000.00 - \$95,000.00
Hour(s) a Week	35
Closing Date	Jun 08, 2022 (Or Until Filled)

General Description

About the CUNY School of Professional Studies:

As New York's leader in online education since 2006, the CUNY School of Professional Studies (CUNY SPS) offers the most [online](#) bachelor's and master's degree options at the City University of New York, and serves as the University's only undergraduate all-transfer college. With 24 [degrees](#) and numerous other non-degree and grant-funded workplace learning programs, 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.

Consistently ranked highly by [U.S. News & World Report](#) for its quality online offerings, and noted for its soaring growth and enrollment, CUNY SPS has emerged as a nationwide leader in online education. The School's renowned and affordable online programs—which offer in-state tuition to all students regardless of where they live—ensure that busy working adults may fulfill their educational goals on their own time and schedule.

Within and created at the same time as CUNY SPS, the Office of Professional Education and Workplace Learning (PEWL) designs custom, workplace learning programs to help organizations achieve their goals. We are experts in research-based learning practices, online as well as in classroom curriculum development and implementation. We are uniquely positioned to respond to organizational learning needs and support change management initiatives swiftly and effectively.

Through PEWL, CUNY SPS manages a comprehensive employee learning and performance support program for the NYC Human Resources Administration (HRA) Office of Child Support Services (OCSS). This program, funded by external support from government and private sponsors through the Research Foundation of CUNY, is in its 15th year of operation. OCSS works to ensure that children are financially supported by their noncustodial parents. Our goal is to ensure that OCSS's several hundred person staff and vendors are equipped with the knowledge, skills, and procedural information needed to carry out this mission.

Other Duties

With a dual reporting structure, reporting to the Program Managers, Curriculum Development & Special Projects and Evaluation and Quality Assurance, respectively, this person will:

- Conduct training needs assessments for OCSS and suggest appropriate training strategies
- Collaborate with OCSS subject matter experts and other team members to develop deep content and process knowledge of the child support program
- Implement instructional design methodology and adult learning principles to write and develop classroom-based courses, blended learning activities, and eLearning
- Communicate complex ideas and processes graphically by creating visually appealing training materials and curricula
- Provide instruction in classroom-based settings to adult learners; typically in job-based and specialized subject areas pertaining to the child support process and related systems
- Manage project planning for continued implementation of Absorb, the Learning Management System (LMS) in place on the OCSS/CUNY Training Program
- Set agendas and facilitate LMS team meetings
- Maintain user database in the LMS and manage user information
- Coach CUNY curriculum developers and other staff in course building and additional relevant processes. Provide training and documentation on these processes for OCSS and CUNY staff
- Test and document new strategies for various day-to-day LMS processes to increase system functionality and efficiency. Develop and maintain documentation of these processes
- Investigate LMS issues and work to troubleshoot problems
- Generate reports, as needed and requested, for CUNY and OCSS staff.

Qualifications

- Ability to analyze and synthesize complex content
- Demonstrated implementation of instructional design methodologies in developing courses and related classroom materials
- Exceptional writing skills and high levels of proficiency in Microsoft Word needed to produce logical and comprehensive participant guides and other learning tools
- Very strong PowerPoint and graphic design capabilities to create visually appealing training materials
- Strong facilitation skills. Experience in engaging adult learners and managing a classroom of individuals with differing needs and abilities.
- Experience in implementing and managing various aspects of a Learning Management System within an educational environment
- Strong project management skills
- Knowledge or experience in government operations, human services, and/or child support programs a plus.

Additional notes:

Candidates should be prepared to participate in the following as part of the interview process:

- Submit writing samples demonstrating strong curriculum development skills
 - Participate in one or more panel interviews and follow-up calls as needed.

The job is full-time, on site (no remote), with benefits. Please see the benefits via this link:

<https://www.rfcuny.org/rfwebsite/employees/explore-enroll-in-employee-benefits/>.

Vaccination requirement:

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

The Research Foundation of the City of New York & Diversity

As a matter of policy and conviction the Research Foundation of the City University of New York attempts, in all personnel activities, to ensure equal employment opportunity for employees and applicants for employment whatever their race, creed, color, ethnic origin, religion, sex, gender identity, marital status, partnership status, caregiver status, age, citizenship or national origin, sexual orientation, veteran status, genetic information, disabilities or any other protected characteristics under applicable law. This applies to recruiting new employees including advertising, interviewing, work assignment, compensation and benefits, selection for training, promotion, demotion, transfer, layoff, or termination.

Diversity is a core value at the Office of Professional Education and Workplace Learning (PEWL) at the CUNY School of Professional Studies (CUNY SPS). We are passionate about building and sustaining an inclusive and equitable working and learning environment for all students, staff, and faculty and believe every member on our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design and deliver solutions.