
Job Title	eLearning Instructional Designer, Learning and Development
PVN ID	PS-2208-004990
Category	Managerial and Professional
Location	CUNY SCHOOL OF PROFESSIONAL STUDIES
Department	CUNY School of Professional Studies
Status	Full Time
Annual Salary	\$70,000.00 - \$90,000.00
Hour(s) a Week	35
Closing Date	Dec 16, 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 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.

CUNY SPS has partnered 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 (ACSWI).

Description:

CUNY SPS is recruiting candidates for a full-time eLearning Instructional Designer position within the Learning and Development Project Management Office (PMO) under ACSWI.

As a member of a dynamic PMO team, the eLearning Instructional Designer will work collaboratively with subject matter experts to create highly interactive asynchronous eLearning courses for professionals.

Other Duties

Duties and Responsibilities:

Reporting to the Deputy Director of Learning and Development, the eLearning Developer will:

- Develop new and convert existing courses to be delivered as online asynchronous eLearning, maintain and update existing eLearning courses
- Develop all multimedia needed for projects
- Liaison with subject matter experts on asynchronous course development
- Assess project charters and determine the appropriate use of technology
- Perform tasks necessary to the project management of learning development and other projects as assigned

Qualifications

- Bachelor's Degree required, with degree in related field preferred
- Minimum 2 years of experience developing with asynchronous development tools (e.g., Articulate Storyline) required
- Experience with multimedia development/editing software (e.g., image, audio, video editing) a plus.
- Experience in graphic design and layout required
- Knowledge of instructional design methodology and adult learning principles
- Ability to clearly articulate ideas, concepts and visions for learning projects
- Excellent written and verbal communication skills
- Ability to work independently and collaboratively
- High levels of proficiency in Microsoft Office products (Word, Excel, and PowerPoint)
- Strong attention to detail and organizational skills
- Customer service and problem-solving skills
- Experience working with project management software (Microsoft Project, Basecamp, etc.)

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.