
Job Title	Project Manager, Learning and Development Project Management
PVN ID	PS-2212-005272
Category	Managerial and Professional
Location	CUNY SCHOOL OF PROFESSIONAL STUDIES
Department	CUNY School of Professional Studies
Status	Full Time
Annual Salary	\$60,000.00 - \$80,000.00
Hour(s) a Week	35
Closing Date	Apr 30, 2023 (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 Project Manager position within the Learning and Development Project Management Office (PMO) under ACSWI.

As a member of a dynamic PMO team, the Project Manager will help guide the development of new learning programs through the Institute's Learning Program Development Process. This individual will direct and

coordinate activities of the individual project teams to ensure that the learning program progresses on schedule, within budget and produces a high-quality product.

Other Duties

Reporting to the Deputy Director of Learning and Development, the Project Manager will:

- Reviews Project Charters to define scope of work, develop workplan and define all deliverables
- Establishes overall project plan identifying key milestones, resources and deliverables
- Outlines workplan in conjunction with product owner (ACS Lead), vendors and other project team members to cover the entire lifecycle of the project
- Coordinates with product owner (ACS Lead) to ensure content development and subject matter experts are resourced efficiently
- Provides leadership to clear barriers to team progress, maintain adherence to the workplan, resolve conflicts within the team and outside the team and ensure the project goals and staff assignments are realistic and achievable
- Applies instructional design methodology and knowledge of adult learning principles throughout development cycle
- Maintains productive relationships with all project stakeholders and project team members
- Manages the involvement of external design vendors in the development of learning solutions

Qualifications

- Bachelor's Degree, Master's Degree preferred
- Minimum of two (2) years full time experience working in product development, project development or curriculum development environment
- Knowledge of project management methodology, tools and techniques. PMP certification preferred
- Knowledge of instructional design methodology and adult learning principles
- Ability to manage multiple stakeholders including third party vendors, subject matter experts (SMEs), project team members and senior leadership
- Ability to set priorities, manage time and meet multiple deadlines in a fast paced environment
- Ability to work independently and collaboratively High levels of proficiency in Microsoft Office products (Word, Excel, and PowerPoint)
- Experience working with project management software (Microsoft Project, Basecamp, etc.)
- Knowledge of government operations, human services, and/or child welfare programs a plus
- Strong attention to detail and organizational skills
- Excellent team work and collaboration skills
- Customer service and problem-solving skills
- Excellent written and verbal communication skills