



Job Title	Training Facilitator
PVN ID	PS-2303-005461
Category	Managerial and Professional
Location	CUNY SCHOOL OF PROFESSIONAL STUDIES
Department	CUNY School of Professional Studies
Status	Full Time
Annual Salary	\$65,000.00 - \$75,000.00
Hour(s) a Week	35
Closing Date	Mar 27, 2024 (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.

Description:

CUNY SPS has partnered with Administration for Children's Services (ACS) to develop and deliver professional learning opportunities for child welfare and juvenile justice professionals. The collaboration between the two organizations has formed the ACS Workforce Institute (ACSWI). The ACS Workforce Institute which provides professional development programming for child welfare and juvenile justice staff in partnership with CUNY. The Training Facilitator will work as part of the Learning Operations and/or Evidence-based Models teams to deliver and support learning for child welfare professionals.

Other Duties

Duties and Responsibilities:

Learning Delivery

- Facilitate standardized learning programs across multiple training locations and virtually as assigned and approved.
- Apply adult learning concepts and foster an effective learning environment for participants.
- Contextualize learning to model and implement best practices for child welfare professionals using prepared training materials.
- Complete training preparation, collaboration with other facilitators, and ongoing professional development.
- Ensure participants meet training objectives and complete activities in accordance with provided curriculum.

Operational & Administrative

- Perform day-to-day operational responsibilities, including the set-up and closeout of learning spaces, including virtual training platforms.
- Complete required reports (such as attendance rosters or coaching reports) and communications with internal administrative and support teams.
- Participate in regularly scheduled meetings, including workstream-wide and organizational-wide.

Other/Project-Based

- As needed, provide ongoing transfer of learning opportunities, including individual & group consultation, on-site/virtual support and coaching.
- Serve as a reviewer on project teams for learning programs and/or revisions for existing learning programs.
- Other duties as assigned.

Qualifications

- Bachelor's degree in social work, adult learning or related field. Master's degree preferred.
- At least two years of experience facilitating or teaching in postsecondary or professional learning environments.
- At least two years of human services or related experience. Direct care/service child welfare experience a plus.
- Strong presentation skills in multiple modes to diverse audiences.
- Demonstrated ability to facilitate learning using industry best practice for training strategies, classroom management and engaging participants.
- Ability to work in a fast-paced and changing environment with multiple priorities that need to be effectively managed, while maintaining composure and flexibility in a structured environment.
- Strong problem-solving abilities to independently resolve routine and complex issues.
- Ability to work effectively as part of a team.
- Must be able to lift, move up to 30 lbs.

- Strong computer skills, including Microsoft Office and video conferencing tools.
- Experience in coaching preferred.

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.