

Job Title	Curriculum and Grant Writing Specialist
PVN ID	SI-1708-001969
Category	Managerial and Professional
Location	COLLEGE OF STATEN ISLAND
Department	Workforce Development and Innovation
Status	Full Time
Annual Salary	\$65,000.00
Hour(s) a Week	35
Closing Date	Oct 01, 2017 (Or Until Filled)

General Description

Grounded in the Liberal Arts tradition, the College of Staten Island is committed to the highest standards in teaching, research, and scholarship. Drawing on the rich heritage of the City University of New York that has provided access to excellence in higher education since 1847, the College of Staten Island offers that same opportunity in New York City's Borough of Staten Island. The College is dedicated to helping its students fulfill their creative, aesthetic, and educational aspirations through competitive and rigorous undergraduate, graduate, and professional programs. We embrace the strength of our diversity, foster civic mindedness, and nurture responsible citizens for our city, country, and the world.

The Office of Workforce Development and Innovation develops workforce training programs designed to address critical skill gaps in high growth industries. Workforce Development provides quality, flexible and cost effective training to support the educational and training goals of individuals and organizations. We offer certificate programs and professional development courses in the healthcare, technology and business sectors. Our department draws upon the expertise of faculty and subject matter experts to deliver quality training programs.

The Curriculum and Grant Writing Specialist is responsible for the designing and developing curriculum content, and training materials. Primary responsibilities include preparation of proposals and grant opportunities. The Specialist is expected to produce accurate, high-quality documentation within specified deadlines. Reporting directly to the Director of Workforce Development, the Specialist will ensure that created programs support the accomplishment of educational goals and the mission of the department.

Other Duties

- Prepare instructional materials for distribution and develop outlines with basic detail to direct instruction
- Deploy and evaluation of the new curriculum
- Preparation of staff and faculty professional development activities
- Assist Workforce Development Director in aligning existing curricula with changes in sector practices and competencies when necessary
- Assist Workforce Development Director with best practices and strategies to improve student outcomes
- Researches and identifies new funding prospects
- Generates proposals and supporting documents in response to grant applications
- Other program related tasks or special projects as assigned

Qualifications

- Minimum of 2 years related experience and proven track record in grant writing and program development
- Knowledgeable in applying adult learning principles, instructional theories and principles in both online and instructor-led learning programs
- Strong proof-reading skills with ability to produce error-free high level documents
- Excellent communication skills, interpersonal skills, and analytical capability
- Ability to work collaboratively with faculty and staff
- Excellent organizational skills, attention to detail, knowledge of administrative practices
- Ability to successfully manage a number of projects simultaneously and deliver project on tight deadlines
- Highly organized and able to work independently
- Curriculum and Grant writing Specialist should be highly motivated with a willingness to be flexible and creative
- Training and development experience preferred
- Master degree preferred
- Experience with STEM programs preferred