Job Title	Curriculum Developer
PVN ID	SI-2303-005480
Category	Instruction and Social Service
Location	COLLEGE OF STATEN ISLAND
Department	Workforce Development
Status	Part Time
Hourly Rate	$50.00-$50.00
Hour(s) a Week	0.00-19.00
Closing Date	Nov 22, 2023 (Or Until Filled)

General Description

Functional Job Title: Curriculum Developer (CSI CUNY Position)

Contract Title: Research Foundation

Location: College of Staten Island

Department: Workforce Development and Innovation

Status: Part-Time, 19 hours/week

Salary: $50.00/hour

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 at the College of Staten Island develops and offers 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.

Other Duties

This position reports to the Director of Workforce Development and Innovation. The Part-Time Curriculum Developer will be expected to:

- Participate in and/or lead training needs assessments to identify and gather critical information needed to design cutting-edge workforce training programs spanning diverse industries including but not limited to technology, healthcare, business and clean energy.
- Design and/or update workforce programs supporting the above-mentioned industries, tailored to specific audiences and utilizing strategies of adult learning.
- Build and design learning metrics, rubrics, and outcomes in conjunction with curricula.
- Integrate basic skill learning strategies into new and existing program design.
- Create learning materials, including assessments, to aid in students' learning experiences and that can be effectively used by instructional staff.
- Package training materials professionally and consistently for workforce instructor use.
- Build positive work relationships with internal staff and external stakeholders and industry experts when designing training content.
- Collaborate with subject matter experts and cross-departmental stakeholders in the conceptualization, design and high-quality courses and learning experiences.
- Support the Director and collaborate with team members to develop and submit grant proposals.
- Complete other duties, as requested by supervisor and Director of Workforce Development and Innovation.
- Work effectively in a fast-paced environment with minimal guidance.
- Work on multiple design projects simultaneously, reprioritizing work as needed.
- Support the broader Workforce Development and Innovation team as needed.
- Other duties assigned.

Qualifications

Requirement:

- Minimum of bachelor's degree with five years of relevant experience (Master's degree preferred.)
- Knowledge of learning management systems.
- Experience writing, submitting, and managing curricula.
- Relevant experience in the development of courses in a virtual setting.
- Conversant in adult-centered andragogy to support learning.