

Job Title	Project Manager for contracts delivering training
PVN ID	VA-2109-004231
Category	Instruction and Social Service
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	CUNY Building Performance Lab
Status	Part Time
Hourly Rate	\$33.00-\$39.00
Hour(s) a Week	19.00-35.00
Closing Date	Nov 09, 2021 (Or Until Filled)

General Description

The mission of the CUNY Building Performance Lab (BPL) is to advance high-performance building operations and practices in existing buildings with a focus on NYC buildings. BPL is part of CUNY's interdisciplinary Institute for Urban Systems. BPL's Training Department provides continuing education programs in building energy efficient operations for facility managers, building operators and energy professionals. New York City has ambitious goals to reduce Greenhouse Gas emissions that result from operating building systems, and it has been shown that improving the performance of the energy systems can reduce energy use by 5-20% at no or little cost.

The Project Manager will be in charge of one or more contracts which use curricula developed by BPL as well as the curricula developed by the Northeast Energy Efficiency Council (NEEC) known as Building Operator Certification. The job involves managing outreach and recruiting to enroll participants in BOC courses. The position is expected to be part time at around 19 hours per week.

Other Duties

- Serve as primary point of contact for the clients and for the training participants
- Create and implement the outreach strategy with support from other BPL project managers
- Create and implement the plan for training delivery, whether online or in person
 - Schedule the course sessions
 - Select instructors
 - Assign course support tasks to colleagues and supervise, as appropriate
 - Administer course evaluation forms and provide certificates of completion

- Arrange for all “classroom” support equipment, processes, and training material to be available/accessible
- Provide quality control for course content and delivery

Qualifications

- Project Management experience demonstrating successful planning and implementation
- Excellent verbal and written communications skills
- Strong client relationship building skills
- Strong software skills including video conferencing platforms
- Bachelor's Degree in marketing and/or business, facilities management, or sustainability
- Experience in the training field a big plus, either administration or as a trainer
- Experience in the building operations field a big plus

NYC residency may be required for continued employment

Immigration sponsorship is not available