
Job Title	Instructional Designer
PVN ID	VA-2505-006832
Category	Instruction and Social Service
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	CUNY Building Performance Lab
Status	Full Time
Annual Salary	\$70,000.00 - \$90,000.00
Hour(s) a Week	35
Closing Date	Nov 03, 2025 (Or Until Filled)

General Description

CUNY Building Performance Lab (CUNY BPL) advances high-performance building operations and practices in existing commercial, public, and multi-family residential buildings. We focus on improving efficiency and optimizing building operations through training, coaching, energy data analytics (monthly and real-time meter data), building energy modeling (EnergyPlus and others), measurement and verification (IPMVP and ASHRAE protocols), HVAC systems, building controls, data acquisition (via BAS or field equipment), and operational improvements via Pacific Northwest National Lab's Building Re-tuning protocol.

The CUNY BPL Training Department provides continuing education programs for facility managers, building operators, and energy professionals, and it supports building operations research and development. Under this umbrella, the Training Department recently added workforce development training for newcomers to the building performance industries. CUNY BPL also runs an extensive internship program for CUNY students that provides real world experience and hands-on work in each of the organization's program areas.

CUNY BPL staff have expertise in a wide range of areas related to building systems, operations, and data, and the design process. CUNY BPL Training engages both private and public sector clients, including city, state, and federal agencies.

The Instructional Designer will play a pivotal role in enhancing the learning experience for multiple programs by supporting subject matter experts (SMEs) and instructors. This role involves the customization and supervision of the Learning Management System (LMS), designing student experiences, coordinating online learning, and contributing to ongoing program development. The Instructional Designer will also manage TALENT LMS and train junior staff and interns in LMS usage.

This is a hybrid position located at the City College of New York. The position will include 3 days of in-person and 2 days of remote work each week.

Other Duties

Instructional Design and Support:

- Provide instructional design support for SMEs and instructors across various programs
- Customize the LMS to meet the needs of all program participants and supervise its use
- Design and manage student experience programming, ensuring continuous evaluation through LMS tools
- Collaborate with other BPL staff for ongoing program development

LMS Management:

- Oversee the management of the program LMS (TALENT)
- Ensure the effective use of LMS across multiple campus partners
- Train and supervise interns and junior staff in using the LMS for class support and tracking student progress

Curriculum Development:

- Work closely with SMEs to develop curricula and establish development timelines
- Enhance pedagogical aspects of materials for both in-person and online instruction
- Support the development of lesson plans, exercises, and class projects
- Develop and oversee the creation of course manuals

Instructional Support:

- Create and maintain instructor-support materials and conduct instructor orientations
- Provide consultation and conduct workshops for instructors as needed
- Establish quality assurance measures for the learning experience
- Develop assessment tools and evaluation methods to monitor course outcomes for programmatic reporting

Staff Development and Supervision:

- Collaborate with other BPL staff to assess instructional design staffing needs
- Support instructional staff development in various training programs
- Recruit, supervise, and foster the growth of instructional design staff within budgetary constraints

Other duties as assigned

Qualifications

The ideal candidate will bring the following education, skills, and experience to this position:

Required

- Bachelor's degree required; Master's degree in Instructional Design, Educational Technology, Curriculum Development, or a related field preferred
- Proven experience in instructional design, preferably in a higher education setting
- Strong proficiency in LMS management
- Demonstrated ability to develop curricula and instructional materials

- Experience in training and supervising staff
- Excellent project management and organizational skills
- Strong collaboration and communication skills