



Job Title	Instructional Designer
PVN ID	VA-2510-007085
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	Dec 27, 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 designing and developing high-quality instructional materials that support workforce development and technical training programs. This position collaborates closely with subject matter experts (SMEs), instructors, and program staff to create engaging, industry-relevant learning experiences from concept to delivery. The role also includes managing and customizing the Learning Management System (TALENT LMS), ensuring alignment between course content and program outcomes, and training staff and interns in instructional design and LMS best practices.

This is a hybrid position located at The City College of New York, requiring three days in-person and two days remote per week.

Other Duties

The position may include all or a subset of the following activities, as required:

Instructional Design & Development

- Collaborate with SMEs, instructors, and workforce partners to design, develop, and refine technical education and workforce training courses.
- Lead the end-to-end course development process, including needs assessment, storyboarding, prototyping, content design, and quality assurance.
- Translate complex technical and scientific concepts (e.g., energy systems, building operations, HVAC, sustainability) into accessible and engaging learning experiences for diverse audiences.
- Integrate effective instructional strategies, media, and assessments for blended, hybrid, and online learning environments.
- Develop instructor guides, learner manuals, and other course materials to ensure consistency in instructional quality.

Learning Management System (LMS) Administration

- Manage and optimize TALENT LMS to support course delivery, student engagement, and program reporting.
- Configure and maintain course shells, templates, and assessments across multiple campuses and program partners.
- Train and supervise junior staff and interns in LMS administration and course management.
- Ensure accessibility and usability standards are met across all course materials.

Curriculum and Program Enhancement

- Work closely with SMEs and program leads to develop curricula for workforce development programs, ensuring alignment with industry standards and certifications.
- Develop and implement course evaluation tools and assessment methods to track learner outcomes and support program reporting.
- Use learner feedback and performance data to inform ongoing curriculum improvement.
- Maintain consistency in instructional design standards and support the expansion of courses to new partner campuses.

Instructor and Staff Support

- Conduct instructor orientations and professional development sessions focused on pedagogy, technical training methods, and LMS tools.
- Provide design consultation to instructors and help adapt instructional materials for hybrid and online delivery.
- Support staff development in instructional design methodologies and educational technology.

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 related field preferred.
- Proven experience collaborating with SMEs to design and develop instructional materials, particularly in technical or workforce training contexts.
- Strong proficiency in LMS management (preferably TALENT LMS or comparable platforms).
- Demonstrated ability to design curriculum for technical education, adult learners, or workforce development programs.
- Excellent project management, organizational, and communication skills.
- Experience in training or supervising staff and/or interns.

Preferred:

- Experience designing content in STEM, sustainability, building science, or energy systems disciplines.
- Familiarity with industry-recognized credentials or competency-based education models in workforce development.
- Understanding of Universal Design for Learning (UDL) and accessibility standards.
- Knowledge of media production or basic e-learning authoring tools.