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<b>Job Title</b>	Training Associate
<b>PVN ID</b>	CC-1804-002475
<b>Category</b>	Instruction and Social Service
<b>Location</b>	The CITY COLLEGE of NEW YORK
<b>Department</b>	CUNY Building Performance Lab, CCNY, Mar
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$55,000.00 - \$70,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jun 25, 2018 (Or Until Filled)

## General Description

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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 owned buildings. BPL is part of CUNY's interdisciplinary Institute for Urban Systems. BPL staff and interns carry out building systems research and development and measurement and verification services for building system retrofits, provide continuing education programs for facility managers, building operators and energy professionals, and create internships for CUNY students which encourage and prepare them for jobs in the sustainable buildings field. New York City has ambitious goals to reduce Greenhouse Gas emissions that result from powering the buildings 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 Training Associate will join the staff at BPL who are part of this effort to reduce emissions caused by NYC buildings. The Training Associate will assist in developing content for new or customized trainings that emphasize an energy efficiency perspective to building operations and maintenance. The Training Associate will also teach a variety of the classes as appropriate, given his/her background.

## Other Duties

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- Report to the Director of Training and specific training program managers, around operation of specific programs;
- Work with BPL Director Michael Bobker and/or other subject matter experts (SME) in the development and updating of course materials (primarily in power point);
- Use classroom strategies for training adults that result in learners 1) being motivated, 2) using their critical thinking skills, 3) overcoming possible resistance to new technology, and 4) using the new information at their jobs;

- Assist in evaluating training effectiveness and in maintaining records for funding agencies;
- Support instructor meetings and other BPL activities as requested.

## Qualifications

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Minimum Requirements for the position:

- Bachelor's Degree in engineering, architecture, facilities management, or sustainability;
- Three years job experience that demonstrates knowledge of building energy efficiency;
- Experience in training adult learners in HVAC or another technical field and ability to manage the classroom and diverse learner backgrounds;
- Well organized with ability to manage details of content development process and tracking outcomes;
- Excellent verbal and written communications skills; strong Microsoft Office skills, especially Excel and Power Point.

Preferred Qualifications:

- Experience in developing course materials;
- Master's degree in related field;
- Instructional design experience;
- Facilities/Energy Management certification.