



<b>Job Title</b>	Program Training and Development Specialist
<b>PVN ID</b>	CC-2403-006206
<b>Category</b>	Managerial and Professional
<b>Location</b>	The CITY COLLEGE of NEW YORK
<b>Department</b>	Office of Institutional Advancement, Com
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$60,008.00 - \$65,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	May 06, 2024 (Or Until Filled)

## General Description

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- Recruit and assist instructors, mentors, competition judges and speakers for program's bootcamp sessions and workshops
- Develop and deliver training contents and activities
- Develop and manage bootcamp programs
- Provide training to the students
- Collect and analyze data to evaluate programs
- Develop training procedure manuals or program course materials
- Develop and plan orientation and training programs

## Other Duties

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N/A

## Qualifications

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Must have a Bachelor's degree in Business, Social Science field, such as Anthropology, History, etc., or a closely related major/field. Must also have six months of experience as Program Training and Development Specialist, or a closely related occupation such as Program Manager and Program Coordinator, etc., in managing programs.