

<b>Job Title</b>	eLearning Instructional Designer, Learning and Development
<b>PVN ID</b>	PS-1907-003189
<b>Category</b>	Administrative Services
<b>Location</b>	CUNY SCHOOL OF PROFESSIONAL STUDIES
<b>Department</b>	CUNY School of Professional Studies
<b>Status</b>	Full Time
<b>Salary</b>	Depends on qualifications
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Sep 23, 2019 (Or Until Filled)

## General Description

The CUNY School of Professional Studies (CUNY SPS) provides online and on campus degree and certificate programs that meet the needs of adults who are looking to finish or transition into a bachelor's degree, earn a master's degree or certificate in a specialized field, advance in the workplace, or change careers.

Home to the first fully online degree programs at the City University of New York, CUNY SPS offers fully accredited degree and certificate programs for students who want the flexibility and convenience of online education. CUNY SPS was ranked in the top 5% in the Nation in U.S. News & World Report's list of the 2019 Best Online Bachelor's Degree Programs.

Drawing on CUNY's nationally and internationally renowned faculty and practitioners, as well as industry and education partners, the School's programs provide opportunities for personal growth, job mobility, greater civic participation, and new ways to advance knowledge.

The ACS Workforce Institute provides ongoing professional skills development of direct service staff and supervisors at ACS and its many partner agencies across the child welfare and juvenile justice sectors. Developed in 2016, the Institute is a partnership between ACS and the City University of New York (School of Professional Studies and the Hunter College Silberman School of Social Work). CUNY SPS is recruiting candidates for a full-time eLearning Instructional Designer for our client, the NYC Administration for Children Services Workforce Institute (ASCWI). We are looking for committed and creative individuals with eLearning authoring experience to create dynamic and engaging eLearning experiences for adult learners.

As a member of the Learning and Development Project Management Team, the eLearning Instructional Designer will work collaboratively with a project team, including subject matter experts, to create highly interactive, asynchronous, eLearning courses. Successful candidates for the position will leverage his/her/their multimedia, animation and gamification skills to author online modules using Articulate Storyline.

As part of the interview process, candidates will be asked to provide samples of their work. The new hire will join a team of CUNY colleagues, and will work onsite at our client offices in lower Manhattan.

Hours: 35 hours/week (daily schedule 9am-5pm, with some occasional evening hours required).

## Other Duties

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- Reporting to the Deputy Director of L&D Project Management, the eLearning Developer will:
- Design and develop new learning programs to be delivered as online asynchronous eLearning
- Convert existing instructor led learning programs and/or training materials into eLearning
- Maintain and update existing eLearning courses;
- Develop all multimedia needed for projects;
- Collaborate with ACS Lead, (product owner) and subject matter experts on learning program development;
- Assess project charters and determine the appropriate learning approach and level of technology;
- Perform tasks necessary to the project management of learning development projects, which includes but is not limited to creating a project plan, managing a project team, budget, scope and timeline;
- Perform other duties as assigned.

## Qualifications

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- Bachelor's Degree required, with degree in related field preferred.
- Minimum 2 years of experience designing and developing eLearnings with asynchronous development tools (e.g., Articulate Storyline) required.
- Experience with multimedia development/editing software (e.g., image, audio, video editing) a plus.
- Experience in graphic design and layout required.
- Knowledge of instructional design methodology and adult learning principles.
- Ability to clearly articulate ideas, concepts and visions for learning projects.
- Excellent written and verbal communication skills.
- Ability to work independently and collaboratively.
- High levels of proficiency in Microsoft Office products (Word, Excel, and PowerPoint).
- Strong attention to detail and organizational skills.
- Customer service and problem-solving skills.
- Experience working with project management software (Microsoft Project, Basecamp, etc.)

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