
Job Title	Senior Learning & Development Program Manager
PVN ID	PS-2105-004016
Category	Managerial and Professional
Location	CUNY SCHOOL OF PROFESSIONAL STUDIES
Department	Professional Education and Workplace Lea
Status	Part Time
Hourly Rate	\$38.46-\$43.96
Hour(s) a Week	0.00-19.00
Closing Date	Jan 18, 2022 (Or Until Filled)

General Description

About the CUNY School of Professional Studies:

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 2020 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.

Within CUNY SPS, the Office of Professional Education and Workplace Learning (PEWL) designs custom workplace learning programs to help organizations achieve their goals. To our partnerships, we bring knowledge of research-based learning practices as well as experience in developing innovative programs.

CUNY SPS seeks a highly experienced detail-oriented learning and development professional with strong expertise in instructional systems design to join our contract training team in the role of Senior Program Manager. This role will be an integral part of the team that provides gas safety training on behalf of Consolidated Edison (Con Ed) to New York City superintendents, operators, and maintenance staff of all NYC (multifamily) buildings.

The Senior Program Manager will be responsible for managing the design and development of engaging online and classroom training materials that focus on gas safety basics; compliance with new NYC laws (of 2016) that describe how building staff must respond to potential gas leaks, and how to work with first responders to minimize impact to the building. The new hire will join a cross collaborative team of CUNY SPS

and CUNY Building Performance Lab (CUNY BPL) employees responsible for the administration of the Con Ed gas safety training program.

Other Duties

Reporting to the CUNY SPS Program Director for the Con Edison Gas Safety Training Program, the Senior Program Manager will:

- Lead the design and development of synchronous and asynchronous content inclusive of needs analysis and definition of learning objectives and expected outcomes.
- Develop evaluation tools aligned to the four levels of the Kirkpatrick Model to evaluate the effectiveness of training.
- Manage stakeholder relationships to ensure the gas safety training program aligns to stated objectives.
- Partner with the CUNY Building Performance lab to define the next phase of the training and corresponding scope of work and services.
- Support marketing, outreach, logistics, and enrollment management to New York City property management companies and individual employees.

Qualifications

Minimum requirements for the position include:

- Masters-level study in instructional systems design and/or training delivery for adult learners in a technical or energy related field (preferred).
- 8-10 years' experience designing, developing, implementing and managing training programs for adult learners.
- 5-8 years' experience delivering classroom or virtual training for adult learners in a higher education or workplace setting via WebEx Training Center, ZOOM or similar distance learning tools.
- Experience using content authoring software such as Articulate Storyline preferred.
- Experience implementing measurement and evaluation metrics preferred.
- Experience managing Learning Management Systems preferred.
- Strong Organizational skills, attention to detail, and ability to follow established processes.
- Ability to communicate effectively, both orally and in writing.
- Excellent project management skills.
- Ability to work independently and collaboratively with different stakeholders.
- Strong computer skills required: MS Office (i.e. Microsoft Word, Excel, PowerPoint, Access, Project), and Visio.