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<b>Job Title</b>	Energy Management Instructor
<b>PVN ID</b>	PS-2301-005342
<b>Category</b>	Instruction and Social Service
<b>Location</b>	CUNY SCHOOL OF PROFESSIONAL STUDIES
<b>Department</b>	CUNY School of Professional Studies
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$70.00-\$96.00
<b>Hour(s) a Week</b>	0.00-19.00
<b>Closing Date</b>	Oct 31, 2024 (Or Until Filled)

## General Description

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As New York's leader in online education since 2006, the CUNY School of Professional Studies (CUNY SPS) offers the most [online](#) bachelor's and master's degree options at the City University of New York, and serves as the University's only undergraduate all-transfer college. With 24 [degrees](#) and numerous other non-degree and grant-funded workplace learning programs, CUNY SPS meets the needs of adults who wish to finish a bachelor's degree, progress from an associate's degree, earn a master's degree or certificate in a specialized field, and advance in the workplace or change careers.

Consistently ranked highly by [U.S. News & World Report](#) for its quality online offerings, and noted for its soaring growth and enrollment, CUNY SPS has emerged as a nationwide leader in online education. The School's renowned and affordable online programs—which offer in-state tuition to all students regardless of where they live—ensure that busy working adults may fulfill their educational goals on their own time and schedule.

Within and created at the same time as CUNY SPS, the Office of Professional Education and Workplace Learning (PEWL) designs custom workplace learning programs to help organizations achieve their goals. We are experts in research-based learning practices, online as well as in-classroom curriculum development and implementation. We are uniquely positioned to respond to organizational learning needs and support change management initiatives swiftly and effectively.

### Program Description:

The City University of New York School of Professional Studies ("CUNY SPS") has partnered with New York City's Department of Citywide Administrative Services' ("DCAS") Division of Energy Management ("DEM") to design, develop, and deliver an adult learning-centric energy management training program. The courses are administered through DEM's Energy Management Institute ("EMI"). The training is designed to assist facility professionals across City agencies envision a learning path targeted to their professional and personnel development goals. To support this goal CUNY SPS (1) Markets and delivers courses to DCAS partner agency energy management staff, (2) Identifies, updates, and maintains course materials to ensure they meet the needs of learners, and reflect updates based on new research, shifts in practice, programmatic changes,

and legislative changes, (3) Conducts periodic assessment of instructors and learning coaches to ensure optimal proficiency (4) Performs ongoing evaluation and reporting on EMI program results to meet baseline and advanced reporting needs. This position currently follows a hybrid schedule subject to change based on CUNY SPS requirements. Work locations may include 119 W 31st Street, NYC, and/or agency training locations across the five boroughs.

### **Role and Responsibilities:**

The Energy Management Instructor is an integral part of the department's Energy Management Training Operations team who is responsible for effectively managing the design, development, delivery, and evaluation of learning programs that support the City of New York's greenhouse gas (GHG) emissions reduction goals.

An ideal candidate has:

- Subject matter expertise in an engineering specialty (mechanical, electrical, civil, environmental, etc.) energy management, or sustainability.
- Industry recognized credentials such as Certified Energy Manager, LEED, or similar.
- Experience implementing cost saving measures to improve building operations and efficiency.
- Experience providing instruction in energy management and sustainability to adult learners.

## **Other Duties**

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Reporting to the Sr. Program Manager Training Operations for the Energy Management Training portfolio, the instructor will:

- Deliver course content in person and virtually to building managers and operators, stationary engineers, energy auditors, and other facility professionals who work or support DCAS owned and managed commercial
- Apply adult learning principles to create a safe learner-centric environment in which adult learners use critical thinking skills, are motivated, and are partners in the learning
- Use effectively various teaching and facilitation strategies to address multiple adult learning styles, promote learner engagement, and ensure the transfer of learning back to the
- Collaborate with stakeholders, subject matter experts, and CUNY SPS partners to support the program.
- Assess learners' progress throughout the course and impact on the overall effectiveness of the training program.
- Report on learner and course outcomes to key stakeholders in a timely manner.
- Participate in scheduled instructor meetings and professional development
- Follow instructional systems design principles to support the development of training

## **Qualifications**

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Minimum requirements for the position:

- Bachelor's degree in an engineering specialty (mechanical, electrical, civil, environmental, etc.) energy management, or sustainability.

- Two years' experience teaching adult learners in a higher education setting preferred, with the ability to:
- Deliver course content effectively according to defined course learning objectives and established curriculum, both in person and virtually.
- Respond to feedback on teaching approach and effectiveness, and adjust their instructional strategy to motivate students and respond to them.
- Manage the classroom environment: engage and support learners and their acquisition of knowledge and skills in energy management and sustainability.
- Communicate effectively, both orally and in writing with students and CUNY SPS program staff.
- Work independently and collaboratively with CUNY SPS program management staff.

Other competencies:

- Strong organizational skills with an attention to
- Computer skills with knowledge of Microsoft Office (Word, PowerPoint and Excel) and expertise with virtual meeting platform(s), e.g., Zoom.
- Certifications preferred: Certified Energy Manager (CEM), Certified Energy Auditor (CEA), LEED (Leadership in Energy & Environmental Design) or Professional Engineer (PE) or other energy management related credentials.
- Experience with the Blackboard Learning Management System preferred.

Diversity is a core value at the Office of Professional Education and Workplace Learning (PEWL) at the CUNY School of Professional Studies (CUNY SPS). We are passionate about building and sustaining an inclusive and equitable working and learning environment for all students, staff, and faculty and believe every member on our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design and deliver solutions.