



Job Title	eLearning Instructional Designer
PVN ID	PS-2402-006145
Category	Managerial and Professional
Location	CUNY SCHOOL OF PROFESSIONAL STUDIES
Department	Professional Education and Workplace Lea
Status	Full Time
Annual Salary	\$75,000.00 - \$90,000.00
Hour(s) a Week	35
Closing Date	Oct 21, 2024 (Or Until Filled)

General Description

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.

CUNY SPS has partnered with Administration for Children's Services (ACS) to develop professional learning opportunities for child welfare and juvenile justice professionals. The collaboration between the two organizations has formed the ACS Workforce Institute (ACSWI).

Description:

CUNY SPS is recruiting candidates for a full-time eLearning Instructional Designer position within the Learning and Development Project Management Office (PMO) under ACSWI.

As a member of a dynamic PMO team, the Instructional Designer will work collaboratively with a project team,

including subject matter experts and project leads, to create highly engaging learning activities and courses.

Other Duties

Reporting to the Deputy Director of Learning and Development, the eLearning Instructional Designer will:

- Participate in the full cycle of development for new eLearning products, including design documents and storyboards.
- Maintain and update existing eLearning courses as needed.
- Develop and document multimedia needs for projects.
- Coordinate and develop learning materials such as resource guides, desk references, one-pagers etc.
- Collaborate with project managers, leads, and subject matter experts on project development to gather course components.
- Assess project charters and determine the appropriate learning approach and product design.
- Clearly communicate any risks or limitations that arise and possible solutions.
- Perform tasks necessary to the development of the eLearning projects.

Qualifications

- Bachelor's degree in Instructional Design, Education, or related field.
- Minimum three years of experience designing and developing eLearning products for adults with tools such as Articulate Storyline.
- Experience in graphic design and layout.
- Knowledge of HTML, CSS, and JavaScript.
- Knowledge of instructional design methodology and adult learning principles.
- Ability to clearly articulate ideas, concepts, and vision of learning projects.
- Excellent written and verbal communication skills.
- Ability to work independently and collaboratively.
- Strong attention to detail and organizational skills.
- Customer service and problem-solving skills.
- Experience working in project management software (Smartsheet, Basecamp, Zoom, Microsoft Office Suite, etc).

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.