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Job Title	Instructional Designer
PVN ID	PS-2409-006448
Category	Managerial and Professional
Location	CUNY SCHOOL OF PROFESSIONAL STUDIES
Department	Innovative Learning Solutions (ILS)
Status	Part Time
Hourly Rate	\$50.00-\$50.00
Hour(s) a Week	0.00-17.50
Closing Date	Dec 05, 2024 (Or Until Filled)

## General Description

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### About the CUNY School of Professional Studies:

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 Innovative Learning Solutions (ILS) 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 Part-time 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 to support the development of high engaging learning programs.

**Note:** *This position is temporary, with an expected duration of 9 to 12 months.*

## Other Duties

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Reporting to the Senior Instructional Designer, the Instructional Designer will:

- Design and develop new learning programs to be delivered in the following types of modalities: instructor led-training (ILT), virtual instructor led-training (VILT), eLearning and micro-learning programs, and videos.
- Create design documents, storyboards, scripts and other learning assets
- Update learning objectives and Level 2 assessments.
- Update and maintain existing V/ILT- led and eLearning programs and training materials
- Update and maintain existing eLearning programs and training materials. Adding closed captioning, updating branding, and updating content as needed.
- Collaborate with the development team and work closely with product owner (ACS lead) and subject matter experts on learning program development
- Perform other duties as assigned.

## Qualifications

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- Bachelor's Degree required, Master's degree in related discipline preferred
- Minimum 3 years of experience designing and developing adult learning programs
- Excellent written and verbal communication skills
- Ability to clearly articulate ideas, concepts and visions for learning projects
- High levels of proficiency in Microsoft Office products (Word, Excel, and PowerPoint)
- High level of proficiency in content development tools such as Articulate Storyline
- Experience with graphic design and layout
- Experience with creating videos and video editing tools.
- Knowledge of instructional design methodology and adult learning principles
- Ability to work independently and collaboratively
- Strong attention to detail and organizational skills
- Customer service and problem-solving skills