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<b>Job Title</b>	Curriculum Developer (Part-Time)
<b>PVN ID</b>	SI-1802-002373
<b>Category</b>	Instruction and Social Service
<b>Location</b>	COLLEGE OF STATEN ISLAND
<b>Department</b>	Workforce Development and Innovation
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$36.64-\$36.64
<b>Hour(s) a Week</b>	19.00
<b>Closing Date</b>	Sep 26, 2018 (Or Until Filled)

## General Description

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Grounded in the Liberal Arts tradition, the College of Staten Island is committed to the highest standards in teaching, research, and scholarship. Drawing on the rich heritage of the City University of New York that has provided access to excellence in higher education since 1847, the College of Staten Island offers that same opportunity in New York City's Borough of Staten Island. The College is dedicated to helping its students fulfill their creative, aesthetic, and educational aspirations through competitive and rigorous undergraduate, graduate, and professional programs. We embrace the strength of our diversity, foster civic mindedness, and nurture responsible citizens for our city, country, and the world.

The Office of Workforce Development and Innovation develops workforce training programs designed to address critical skill gaps in high growth industries. Workforce Development provides quality, flexible and cost effective training to support the educational and training goals of individuals and organizations. We offer certificate programs and professional development courses in the healthcare, technology and business sectors. Our department draws upon the expertise of faculty and subject matter experts to deliver quality training programs.

This position reports to Curriculum and Grant Writing Specialist. The Part-Time Curriculum Developer will be expected to:

- Participate in and/or lead training needs assessments to identify and gather critical information needed to design cutting-edge workforce training programs spanning diverse industries including but not limited to technology, healthcare and business.
- Design and/or update workforce programs supporting the abovementioned industries, tailored to specific audiences and utilizing strategies of adult learning.
- Integrate basic skill learning strategies into new and existing program design.
- Create learning materials, including assessments, to aid in students' learning experiences and that can be effectively used by workforce instructional staff.
- Package training materials professionally and consistently for workforce instructor use.
- Build positive work relationships with internal staff and external stakeholders and industry experts when

designing training content.

- Complete other duties, as requested by supervisor and Director of Workforce Development and Innovation.

## Other Duties

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Additionally, candidates should be able to:

- Work effectively in a fast-paced environment with minimal guidance.
- Work on multiple design projects simultaneously, reprioritizing work as needed.
- Support the broader Workforce Development and Innovation team as needed.

## Qualifications

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### **Required Skillset:**

- At least three years of experience designing adult training programs
- Strong project management skills
- Superior writing skills
- Excellent relationship management and communication skills
- A passion for training, development and higher education in New York City

**Educational Requirements:** Minimum of bachelor's degree. Master's degree preferred.