



Job Title	Renewable Energy Training Coordinator
PVN ID	SI-2405-006264
Category	Instruction and Social Service
Location	COLLEGE OF STATEN ISLAND
Department	Workforce Development
Status	Part Time
Hourly Rate	\$42.50-\$42.50
Hour(s) a Week	15.00-19.00
Closing Date	Jul 06, 2024 (Or Until Filled)

General Description

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 which 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 College of Staten Island's Office of Workforce Development and Innovation seeks a part-time project coordinator and instructor to assist with various offshore wind and other renewable energy programs.

Under the supervision of the Director, the Coordinator will assist in the coordination, implementation, and execution of the department's offshore wind-related programs and contracts. The coordinator should have excellent organizational, communication, project management, and interpersonal skills. The role includes managing relationships with students, faculty, and contract/employer partners while meeting internal and external reporting requirements, and providing presentations to Community-Based Organizations, schools, and other stakeholder groups.

Other Duties

- Assist division with initiatives and projects;
- Assist in the management of the Offshore Wind Advisory Network (OWAN) partnership presentations and data collection;
- Coordinate and manage aspects of various contract training programs which include, but not limited to:
 - Coordination of the Bridges to Offshore Wind program which includes recruitment, documentation, information sessions, processing of students into the program, and other duties as required;

- Coordination of the College's burgeoning renewable energy program, which includes recruitment for the training, purchasing supplies for training programs, coordinating with stakeholders, leadership and team members, and other duties as needed;
- Ensure that the necessary student, program, and outcome data is tracked and recorded and provide regular reports on the program to the division, OWAN team, and other entities as needed;
- Perform research activities in support of existing programs as well as the development of new programs;
- Oversee the timeline to effectively and efficiently provide success to the programs;
- Perform other duties as assigned;

Qualifications

- Associate degree required; Bachelor's degree preferred
- Excellent communication skills.
- Two to Three years of administrative experience required.
- Experience teaching or presenting information to diverse audiences.
- Project management skills, including management of complex projects with multiple components and stakeholders.
- Highly organized and detail-oriented with the ability to manage time appropriately
- Team player who is flexible, collaborative, and communicative.
- Outcomes-driven, demonstrating creativity and an ability to solve problems to ensure optimal results.
- Student-centered, demonstrating a commitment to and understanding of diverse student populations.
- Renewable Energy industry knowledge is preferred but not necessary.
- Experience with partnership management and employer relations.
- Ability to commute

The position is based on 6-month contract appointments within the division.