



Job Title	Online Course Content Developer
PVN ID	JJ-1602-000997
Category	Instruction and Social Service
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	The Grants Office within the Department
Status	Part Time
Hourly Rate	\$25.00-\$30.00
Hour(s) a Week	15.00-19.00
Closing Date	Mar 29, 2016 (Or Until Filled)

General Description

The Grants Office within the Department of Sciences at John Jay College is currently seeking an experienced professional to direct the production of an online STEM-related research training course, tentatively titled, *Research in Action (RiA)*. The course will be developed to be offered both synchronously and asynchronously and will teach critical thinking and research skills to undergraduates at John Jay and partnering 4-year and community colleges within the City of New York (CUNY) system.

The course is envisioned as a series of video lectures, interactive exercises, readings and problem sets that will allow students to proceed independently through the material, or in a guided fashion with a local college faculty member. The Online Course Content Developer will report directly to the Project Director (PD) and will work with the RiA Advisory Panel to draft the curriculum, liaise with prospective faculty presenters, arrange for materials to be recorded, and work with technical staff on the production of interactive materials.

This is a part-time (15-19 hours per week), multi-year position (2-3 years). Salary is expected to range from \$25-\$30 per hour; equivalent compensation as a contractor is possible. The project is located in Manhattan in New York City.

Be sure to submit: 1) a cover letter that states the reason you are applying and details your experience relevant to the stated work assignments, 2) a resume and 3) the names of three references.

The position will remain open until filled, please submit an application **by 3/4/16** for priority consideration.

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Other Duties

- Meet with the PD monthly and Advisory Board quarterly to plan for the development of the curriculum and individual lectures;
- Identify and work with a diverse set of qualified faculty to record lectures;
- Work with the PD and Advisory Board members to draft problems sets and interactive exercises;
- Hire and manage technical staff to produce all content;
- Lead the development of the course curriculum and online content;
- Liaise with and support project evaluators to assure that the materials are effective and meaningful;
- Assist with copyright and trademark filings when appropriate, and copyright clearance as needed;
- Additional tasks as needed.

Qualifications

Master's Degree in learning technologies or related field and one (1) year experience, or a bachelor's degree and three (3) years' experience managing and developing online learning environments.

CORE COMPETENCIES:

- Expert knowledge of online course creation and production;
- Experience developing e-learning courses and managing course production;
- Experience with college-level undergraduate research;
- Ability to work effectively with staff, associates, and internal and external constituents;
- Excellent verbal and written communication skills;
- Ability to work independently and as a team member;
- Ability to recruit, hire, train, direct, monitor, and evaluate staff.

ADDITIONAL DESIRED QUALIFICATIONS

Special consideration will be given to candidates with:

- Experience mentoring undergraduates in research.
- Experience developing educational online content in the sciences with emphasis on STEM.