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<b>Job Title</b>	Project Manager, Instructional Design
<b>PVN ID</b>	PS-1608-001362
<b>Category</b>	Instruction and Social Service
<b>Location</b>	CUNY SCHOOL OF PROFESSIONAL STUDIES
<b>Department</b>	CUNY School of Professional Studies
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$75,000.00 - \$85,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Feb 22, 2019 (Or Until Filled)

## General Description

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The School of Professional Studies of the City University of New York (CUNY SPS) has launched eighteen degrees: ten bachelor's degrees open to students with 24 or more college credits who wish to complete their undergraduate studies, and eight master's degrees, with more programs currently in development. CUNY SPS leads the University in developing and operating online degree programs, and trains faculty throughout CUNY in online instruction. CUNY SPS is also the home of the Joseph S. Murphy Institute for Worker Education and Labor Studies, which offers higher education programs for working adults and union members, and serves as a nationally-recognized center for scholarship and resources for labor, academic, and community leaders seeking a deeper understanding of labor and urban issues.

### Job Description:

CUNY SPS is recruiting a Project Manager, Instructional Design to support the NYC Administration for Children's Services (ACS) new professional development institute, ACS Workforce Institute (ACS WI), in partnership with CUNY-SPS, for child welfare and juvenile justice professionals. The ACS WI delivered 82 classes to over 1,900 learners in its custom designed, state of the art classrooms in each of the 5 boroughs from March through June 2016. The Learning Operations team's goal is to create the optimal learning environment and experience for all participants.

The Project Manager, Instructional Design, will guide the development of new learning programs through the Institute's Learning Program Development Process. This individual will direct and coordinate activities of the individual project teams to ensure that the learning program progresses on schedule, within budget and produces a high quality product.

Hours: 35 hours/week (daily schedule 9am-5pm, with some occasional evening hours required).

## Other Duties

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- Reviews Project Charters to define scope of work, develop workplan and define all deliverables
  - Establishes overall project plan identifying key milestones, resources and deliverables
  - Outlines workplan in conjunction with ACS Lead, vendors and other project team members to cover the entire lifecycle of the project
  - Coordinates with ACS Project Lead to ensure content development and subject matter experts are resourced efficiently
  - Identifies vendors for each project based on expertise and availability
  - Provides leadership to clear barriers to team progress, maintain adherence to the workplan, resolve conflicts within the team and outside the team and ensure the project goals and staff assignments are realistic and achievable.
  - Applies instructional design methodology and knowledge of adult learning principles throughout development cycle
  - Maintains productive relationships with all project stakeholders and project team members

## Qualifications

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- Bachelor's degree required. Master's Degree preferred.
- Minimum of two (2) years full time experience working in product development, project development or curriculum development environment
- Knowledge of project management methodology, tools and techniques. PMP certification preferred.
- Knowledge of instructional design methodology and adult learning principles
- Ability to manage multiple stakeholders including third party vendors, subject matter experts (SMEs), project team members and senior leadership
- Ability to set priorities, manage time and meet multiple deadlines in a fast paced environment
- Ability to work independently and collaboratively High levels of proficiency in Microsoft Office products (Word, Excel, and PowerPoint)
- Experience working with project management software (Microsoft Project, Smartsheet, etc.)
- Knowledge of government operations, human services, and/or child welfare programs a plus.

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