

Functional Job Title: Instructional Designer/Curriculum Developer (CSI CUNY Position)

Contract Title: Continuing Education Teacher (CET)

Location: College of Staten Island

Department: Workforce Development and Innovation

Status: Part Time, 20 hours/week

Salary: \$38.12/hour

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 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 at the College of Staten Island develops and offers 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 the Director of Workforce Development and Innovation. 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.

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.

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.

To apply: [CLICK HERE](#)

Please be sure to answer the following questions and submit with your application:

1. What workforce training programs have you designed?
2. What instructor and learner materials have you designed for the abovementioned programs?
3. How did you source the content these programs?
4. What is your process for designing training programs when you are unfamiliar with the content?
5. Explain what you consider to be critical to include in the training programs that you design for adults.
6. What other projects have you completed, that utilize your writing skills?

EQUAL EMPLOYMENT OPPORTUNITY CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.