

COMPANY DESCRIPTION

Located in the heart of Harlem, CUNY Graduate School of Public Health and Health Policy is dedicated to providing cutting edge graduate degree programs, and to designing, implementing public health initiatives that promote population health and social justice. CUNY SPH currently seeks to hire a Non-Teaching Adjunct in the Office of Online Learning. Reporting directly to the Director for Online Learning, the Non-Teaching Adjunct will support on-line courses and programs, students, and faculty. The Non-Teaching Adjunct will also support the learning management system, related technologies, as well as assist with faculty and student development and training.

JOB DESCRIPTION

The CUNY Graduate School of Public Health and Health Policy is seeking a part-time Instructional Designer to assist faculty, students, and staff in effectively utilizing instructional systems, software, and programs. This role is essential for improving the quality and accessibility of online and hybrid courses, as well as facilitating the successful transition of courses from Blackboard to Brightspace. Responsibilities include providing daily support for instructional technologies, designing and delivering training, and collaborating with stakeholders to promote best practices in online education.

This position is eligible for a remote work schedule.

Location

CUNY Graduate School of Public Health and Health Policy
Part-Time
Regular/Temporary

GENERAL DUTIES

Supports and consults with faculty, students, and others in the use of instructional systems, software, and programs.

- Provides day-to-day support for users of instructional systems and learning technologies
- Assistant in the supervision of College Assistants with the Director of Online Learning
- Designs, develops, and delivers training and orientation sessions on the use of instructional technologies.
- Serve as an administrator and/or account coordinator for one or more systems.
- Assists in demonstrating the practical application of computers and communications technology for classes and workshops for faculty or students
- Conducts regular quality assurance checks on courses and instructional materials post-migration to maintain high-quality learning experiences
- Collaborates with faculty to ensure migrated course content aligns with institutional quality standards and is accessible to all students
- Timely resolution of related LMS issues and track problem reports, troubleshoot reported issues, and document resolutions
- Performs related duties as assigned

CONTRACT TITLE

Non-Teaching Adjunct

FLSA

Exempt

CAMPUS SPECIFIC INFORMATION

CUNY Graduate School of Public Health seeks to hire a Non-Teaching Adjunct in the Office of Online Learning, reporting directly to the Director of Online Learning.

MINIMUM QUALIFICATIONS

- Master's degree in Instructional Design, Educational Technology, or a related field preferred.
- Experience with Learning Management Systems (LMS) such as Blackboard, Brightspace, or Canvas.
- Strong knowledge of online pedagogy, instructional design principles, and accessibility standards (e.g., WCAG).

- Excellent written and verbal communication skills.
- Ability to troubleshoot technical issues and provide solutions in a timely manner.

COMPENSATION

Hourly salary commensurate with education and experience. This role includes 225 hours in the Spring semester with the possibility of re-appointment.

BENEFITS

CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

HOW TO APPLY

Please send resume and cover letter to Davinder.Kaur@sph.cuny.edu. Please do not include any other documentation.

CLOSING DATE

Open until filled; with review of resumes immediately.

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.