

Functional Title Instructor – Project Management I and II

	Research Foundation (Y/N)	Tax Levy (Y/N)
List payroll title for type of payroll		
Payroll Title		CET
Payroll Title Code		
Title Group		
Salary Grade		
Position Type		Part-Time
Work Location		25 Broadway 8th Floor
	Min.	Max.
Salary Full-Time		
Salary Part-Time	\$44.31	
Weekly number of hours to work	3	6

INTRODUCTION TO DEPARTMENT

The Center for Continuing Education and Workforce Development at the Borough of Manhattan Community College offers business and professional development programs that are designed to provide individuals with the knowledge and skills necessary to succeed in the business world and enhance their professional growth. These courses cover a range of topics, from bookkeeping to the acquisition of notary public licenses, and career development activities tailored to meet the diverse needs of students and professionals. The content of these courses emphasizes the constantly shifting business landscape and prepares individuals for success in the workplace. They often include real-world case studies, examples, and resources to support evidence-based teaching. Professional development opportunities are crucial for employees since they introduce new skills and help hone existing ones – benefiting the workforce of businesses. Courses are taught in person.

JOB DESCRIPTION

Instructors will report directly to the Program Manager - Business, or designee, and have the following responsibilities:

- Project management instructor teaches introductory and advanced courses – the curricula of which helps to prepare students to qualify for certification and employment in businesses, public agencies, and not-for-profit organizations as project managers subject to their passing a test(s), administered and supervised by the Project Management Institute (PMI).

QUALIFICATIONS

- Project management instructor should be PMI-certified in all facets of the field, have 2 to 3 years of experience in managing projects in either the private, public, or not-for-profit sectors.
- Applicants should be graduates of an accredited four-year college or university with either a bachelor of science or bachelor of arts degree.

PREFERRED QUALIFICATIONS

- Demonstrated teaching experience in the courses listed above.
- Experience with curriculum development.
- Highly organized and focused with superior follow-through and attention to detail as well as excellent communication and strong time management skills.

Open until filled. Reviews of resumes will begin immediately.

How to Apply:

Candidates should email their resume and cover letter to ACE@bmcc.cuny.edu with the subject line “application – Instructor Project Management I & II” to be considered for this position.