**TITLE:** ATTAIN Statewide Coordinator  
**OFFICE:** University Center for Academic and Workforce Development (UCAWD)  
**LOCATION:** Albany, New York  
**SALARY:** $60,000 - $65,000  

**FUNCTION & SCOPE:** Under the supervision of the University Center for Academic and Workforce Development (UCAWD) ATTAIN Project Manager, this position serves as a coordinator of a statewide technology project. Incumbent will manage information relating to the development, installation, project implementation and program development at the ATTAIN labs.

**DUTIES:** Specific duties and responsibilities include:
- Work with UCAWD and EOC personnel, contacts and host sites regarding the development and ongoing management of ATTAIN labs.
- Provide program oversight, technical assistance, training and appropriate follow-up to assigned ATTAIN labs.
- Manage all aspects of new lab development from inception to completion by assisting in all aspects of lab set-up, including installing network cables, computers, printers, and other equipment.
- Work with UCAWD and field personnel to ensure that labs are fully operational and have required software, hardware, and resources.
- Provide technical assistance to ensure that labs are in compliance with federal, State, and office rules and regulations.
- Provide orientation to new staff.
- Work with UCAWD personnel and host agencies to recruit, select, appraise, develop, and discipline lab personnel.
- Promote ATTAIN through the development and maintenance of partnerships and collaborations with education, workforce development, and other entities.
- Monitor the performance of each lab and work with personnel to enhance the delivery of ATTAIN programs and services.
- Research, develop, and implement new programs and services to enhance the education and employability of participants.
- Evaluate program effectiveness based on site review, monitoring of Lab Management System and recommending corrective action plans as necessary.
- Troubleshoot and resolve hardware and software issues related to the operation of the labs.
- Provide professional development on the operation and maintenance of equipment in the labs, the delivery of self-directed and instructor-led classes, and other areas effecting lab operations.
- Ensure that the reporting system and other databases are complete, accurate, and utilized for program management.
- Prepare reports, public relations materials, publications, fact sheets and other documents to promote and support ATTAIN.
- Plan and coordinate statewide and regional meetings.
- Ensure information exchange and collaboration among the ATTAIN labs, with regard to promising practices and common strategies for problem solving.
- Follow through on issues and communicate with all team members.
- Complete other assignment(s) as directed by the ATTAIN Project Manager.

**SPECIAL SKILLS:** Strong communication, written, organizational and presentation skills required. High energy individual that is comfortable performing multiple tasks and managing complex projects effectively and successfully from inception to implementation. Must be detail-oriented, flexible and adaptable to change. Ability to function without extensive task-by-task supervision. Must have supervisory skills.

**EDUCATION AND EXPERIENCE:** Bachelor’s degree in related discipline and a minimum three years’ experience in project management, supervision and instructional technology. Experience working with a culturally diverse population. Demonstrated experience and interest in working on a team.

**REQUIREMENTS:**
- PHYSICAL DEMANDS: May be required on occasion to connect or remove cables under a desk. Must be able to move monitors, printers, CPUs or other equipment/supplies on occasion.
- MICROSOFT OFFICE CERTIFICATIONS: Will be required to obtain a minimum of three (3) Microsoft Office Certifications within the first six (6) months of hire.
- TRAVEL: Extensive statewide travel required.

Please submit COVER LETTER and RESUME

An Equal Opportunity Employer, females, minorities, disabled, veterans

**CLOSING DATE:** POSITION OPEN UNTIL FILLED

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Applicants must meet the minimum requirements in terms of qualifications. An equivalent combination of education and experience will be considered unless specifically stated otherwise. If you are interested or if you know someone who might be interested, send a cover letter and resume with RF# 1415UCAWD14 to: University Center for Academic and Workforce Development, Personnel, 22 Corporate Woods, 3rd Fl., SUNY Plaza, Albany, New York 12246 or e-mail your information to: personnel@UCAWD.SUNY.edu

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