TITLE: ATTAIN Instructional Technology Coordinator (Spanish Speaking)

OFFICE: Hector B. Basora ATTAIN Lab

LOCATION: 5030 Broadway Avenue, New York, New York

SALARY: $40,000 - $42,000

FUNCTION & SCOPE: ATTAIN (Advanced Technology Training and Information Networking) is a Statewide technology initiative funded by New York State. ATTAIN’s goal is to provide urban and rural communities access to state-of-the-art technology. Through innovative technologies ATTAIN provides under-served and under-educated community residents academic, vocational, life skills and workplace readiness training, in coordination with the Educational Opportunity Center or a local community based host institution, where applicable.

DUTIES:

Oversight of day-to-day lab activities:
- Program development, instruction, and delivery
- Develop curriculum based on ATTAIN lab courseware
- Identify and train lab participants on software and courseware.
- Manage ATTAIN enrollment and reporting databases.
- Determine participant TANF eligibility.
- Community outreach and partnership development.
- Utilize ATTAIN’s management system to monitor participant progress.
- Create and maintain a clean, comfortable and orderly learning environment in the lab.
- Greet participants and provide initial orientation for all new participants.
- Provide intervention or assistance for participants at the learning stations, as needed.
- Monitor and develop monthly calendar for operating lab and training classes, in coordination with the host institution, when applicable.
- Communicate ATTAIN lab news items or enhancements to instructors, administration and other staff members.
- Document and report participant success stories and outcomes to UCAWD and the host institution, when applicable.
- Assist instructor in supervising participants coming to and leaving the lab.
- Submit monthly status report to ATTAIN Statewide Coordinators and host institutions, in accordance with established protocols.
- Print and distribute reports as requested by instructors and/or administrators.

Technical Support:
- Collect and compile information regarding questions and concerns about hardware and software from participants in the lab.
- Conduct basic troubleshooting procedures as outlined in UCAWD’s Technical Support Procedures document.
- Report, log and record technical problems and their resolutions.
- Maintain a log of all hardware returned for repairs and/or replaced.
- Communicate any unresolved issues to supervisors and ATTAIN Statewide Coordinators.

The Coordinator will also:
- Develop strategies and presentations to promote the ATTAIN lab in local communities.
- Provide supervision for volunteers.
- Other duties as assigned.

SPECIAL SKILLS: Strong communication, written, organizational and presentation skills required.
- Proficient working knowledge of Microsoft Office 2010 applications. Spanish speaking.

EDUCATION AND EXPERIENCE REQUIRED:

- Bachelor’s degree in education or related discipline
- One year experience working with adult population (teaching, advising and/or mentoring)
- Experience with instructional computer software applications in reading, writing and math
- Experience working with economically disadvantaged populations
- Must be able to work independently
- Some weekend and evening hours
- Routine local travel
- Must be bilingual - Spanish speaking

PREFERRED QUALIFICATIONS:

- Two or more years’ experience working with adult population (teaching, advising and/or mentoring)
- Experience working with TANF
- Community Outreach experience
- Microsoft certifications

PHYSICAL DEMANDS: May require long periods of moving about computer lab and/or in a stationary position. May be required on occasion to connect or remove cables under a desk. Must be able to move monitors, printers, CPUs or other light equipment and supplies on occasion.

AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
CLOSING DATE: POSITION OPEN UNTIL FILLED