SUNY SYSTEM ADMINISTRATION SPONSORED PROGRAMS OFFICE
UNIVERSITY CENTER FOR ACADEMIC AND WORKFORCE DEVELOPMENT
JOB ANNOUNCEMENT

TITLE: ATTAIN Instructional Technology Coordinator

OFFICE: Capital District Educational Opportunity Center

LOCATION: 30 N. Russell Road, Albany, New York 12206

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 calendars for operating the 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 reports to the 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
- complete other duties as assigned

SPECIAL SKILLS: Strong communication, written, organizational and presentation skills required. Proficient working knowledge of Microsoft Office 2010 applications. Bilingual a plus.

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

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

Applicants must meet the minimum requirements in terms of qualifications. An equivalent combination of education and experience will be considered.

Ref# 1415UCAWD to: University Center for Academic and Workforce Development, Personnel Unit, SUNY Plaza, Corporate Woods Building, 3rd Fl., Albany, New York 12246-0001 or e-mail your information to: personnel@UCAWD.SUNY.edu

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