



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

Ref#1011UCAWD16

TITLE: ATTAIN Instructional Technology Coordinator

OFFICE: Drew Hamilton Community Center

LOCATION: 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.

DUTIES:

Monitors day-to-day activities occurring in the lab:

- Enroll students on the system with the courses designated by instructors.
- Modify student enrollment as designated by instructors.
- Schedule students in order to maximize use of learning stations.
- Create and maintain a clean and comfortable learning environment for students, instructors, and staff members.
- Greet students and provide initial orientation for all new students.
- Provide intervention or assistance for individuals at the learning stations, as needed.
- Print and distribute reports as requested by instructors and/or administration.
- Maintain order and assist instructors in monitoring students' work at the learning stations, as needed.
- Arrange and follow-up on make-up sessions for students.

Provides administrative oversight for all lab activities:

- Update system computer records, as needed.
- Communicate ATTAIN Lab news items or updates to instructors, administration and other staff members.
- Assist instructor in supervising students coming to and leaving the lab.
- Provide intervention or assistance for individuals at the learning stations, as needed.
- 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 teachers and students.
- Conduct basic troubleshooting procedures as outlined in SUNY ISI Technical Support Procedures document.
- Report, log and record technical problems and their resolutions.
- Report, log and record all on-site service calls.
- Maintain a log of all hardware returned for repairs and/or replaced.
- Communicate any unresolved issues to center/site and ISI Project Director.

The ATTAIN Lab Manager/Coordinator will also:

- Develop market strategies to promote the ATTAIN Lab in local communities.
- Develop curriculum based on ISI courseware.
- Define outreach and recruitment for all lab users.
- Provide supervision for all instructors and/or volunteers.
- Other duties as assigned.

SPECIAL SKILLS: Strong interpersonal, oral, and written communication skills. Bilingual a plus.

EDUCATION AND EXPERIENCE: Bachelor's degree in education or related discipline with two years experience working with an adult population (teaching, advising and/or mentoring). Experience with instructional computer software applications in reading, writing, and math. Experience working with TANF and economically disadvantaged populations is desirable. Some weekend and evening hours are required. Routine local travel required.

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 unless specifically stated otherwise. If you are interested or if you know someone who might be interested, send a resume and cover letter with **Ref#1011UCAWD16** 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

Position offered through the SUNY System Administration Sponsored Programs Office, an operating location of The Research Foundation of SUNY, a private, non-profit corporation. **EEO/AA**