



THE RESEARCH FOUNDATION
The State University of New York

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

Ref#1011UCAWD13

TITLE: ATTAIN Instructional Technology Coordinator

OFFICE: Polo Grounds Community Center ATTAIN Lab

LOCATION: Harlem, 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:

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.
- Communicate ATTAIN lab news items or enhancements to instructors, administration and other staff members.
- Document and report participant success stories and outcomes to UCAWD
- Assist instructor in supervising participants coming to and leaving the lab.
- Submit monthly status report to ATTAIN Statewide Coordinators
- 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 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 2007 applications. Bilingual a plus.

EDUCATION AND

EXPERIENCE: Bachelor's degree in education or related discipline with two years experience working with adult population (teaching, advising and/or mentoring) preferred. Experience with instructional computer software applications in reading, writing and math. Working with TANF and/or economically disadvantaged populations. Community outreach experience preferred. 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#1011UCAWD13** 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**