

ATTAIN Lab Technology Coordinator
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=223326>

Downloaded On: May. 9, 2024 10:20am

Posted Oct. 11, 2023, set to expire Aug. 4, 2024

Job Title	ATTAIN Lab Technology Coordinator
Department	Educational Opportunity Center
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Oct. 11, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Research/Technical/Laboratory
Job Website	https://www.ubjobs.buffalo.edu/postings/45779
Apply By Email	
Job Description	

Position Summary

The [Buffalo Educational Opportunity Center \(BEOC\)](#) is seeking applications for an **ATTAIN Lab Technology Coordinator** for the Advanced Technology Training and Informational Networking (ATTAIN) computer lab. ATTAIN is a statewide technology initiative to provide urban and rural communities access to state-of-the-art technology. The ATTAIN Lab Technology Coordinators (ALTCs) provide on-site facilitation of learning and technical support for their assigned ATTAIN lab. In collaboration with BEOC and University Center for Academic and Workforce Development (UCAWD) designated staff, the ALTCs are responsible for mastering, facilitating, and marketing ATTAIN technology training resources; creating schedules, proposed outreach plans, and reports; identifying mechanisms to partner with agencies, intake and enrollment of participants, and maintaining ATTAIN enrollment and reporting databases.

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In this position, you will:

- Obtain and keep current relevant Microsoft certifications and deliver Microsoft certifications to served populations.
- Create and maintain a clean comfortable and orderly learning lab environment and provide participant workstation intervention and technical assistance as needed.
- Determine participant eligibility for Temporary Assistance for Needy Families (TANF) during intake progress, provide an initial orientation for all new participants, and train participants on ATTAIN lab software and courseware resources.
- Create, monitor and update a monthly schedule of operations and training sessions (in coordination with the BEOC Executive Director and designatedUCAWD staff).
- Prepare and execute an ATTAIN lab Implementation Plan (with BEOC Executive Director and designatedUCAWD staff), as well as create and implement a Community Outreach and Partnership Development Plan.
- Position requires flexibility with the work schedule and the ability to work some evening and weekend hours is required. Some travel required.

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit – all in an effort to support your work-life effectiveness. Visit our benefits website to learn about our [benefit packages](#).

About The Buffalo Educational Opportunity Center:

The Buffalo Educational Opportunity Center (BEOC), an adult education enterprise, of the State University of New York, University Center for Academic and Workforce Development (UCAWD), with an annual enrollment of 1,940 students, is seeking applications for an Adjunct Instructor for the High School Equivalency Program. The mission of BEOC is to produce lifelong learners who are self-directed, empowered, and committed to excellence. Residents of the surrounding Buffalo community are provided a range of services designed to develop the academic and workforce development skills necessary to become self-sufficient. Programs and services are structured to adapt to the needs of our students — as well as to the demands of our community — and serve as first steps toward the attainment of long-term educational and employment skills.

About The University at Buffalo

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The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Minimum Qualifications

- Bachelor's degree in education or related discipline.
- One year experience working with (1) adult populations in a training, advising, or mentoring position, (2) computer software applications in reading, writing, and math, and (3) underserved and/or underprepared populations.
- Must have proficient working knowledge of Microsoft Office applications.
- Strong verbal and written communication skills.
- Presentation and organizational skills.
- Evidence of an ability to promote professional and ethical behavior.
- Evidence of an ability to work independently.
- An equivalent combination of education and experience will be considered.

Preferred Qualifications

- Master's Degree.
- Two (2) or more years' experience working with adult populations (training, advising, or mentoring).
- Experience working with TANF recipients.
- Experience in community outreach.
- Microsoft certifications.
- Experience in curriculum development.
- Bilingual speaker.

Contact Information

Please reference Academickeys in your cover letter when

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applying for or inquiring about this job announcement.

Contact

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