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

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	Jul. 12, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
	Coordinator
Academic Field(s)	Research/Technical/Laboratory
Job Website	https://www.ubjobs.buffalo.edu/postings/51528
Apply By Email	
Job Description	

Position Summary

The Buffalo Educational Opportunity Center (BEOC) is seeking applications for an Instructional Support Associate position (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.

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 designated UCAWD staff).
• Prepare and execute an ATTAIN lab Implementation Plan in collaboration with UCAWD and supervisor 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.

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 ATTAIN Lab Technology Coordinator. 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.

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. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more about our **benefit packages**.

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 (1) 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.

Physical Demands

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

Salary Range$49,261 - $51,000Additional Salary InformationThe salary range reflects our good faith and reasonable estimate of the possible compensation at the time of posting, the role and associated responsibilities, and the experience, education, and training of the selected candidate.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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