RESEARCH FOUNDATION CUNY

Careers at RFCUNY
Job Openings

Job Title	Evening/Weekend Database Coordinator
PVN ID	BM-1801-002296
Category	Information Technology
Location	BOROUGH OF MANHATTAN C. C.
Department	Learning Resource Center
Status	Full Time
Annual Salary	$36,000.00 - $40,981.00
Hour(s) a Week	35
Closing Date	Nov 27, 2018 (Or Until Filled)

General Description

Under the supervision of the Instructional Computer Services Manager, the E/W Database Coordinator will be responsible for the maintenance, support and supervision of all databases within the Learning Resource Center (LRC) during the evening and weekend. The E/W Database Coordinator will also be responsible for providing technical assistance to all Academic Support Service Programs and Instructional Computer Lab areas.

Other Duties

- General supervision and support of seven instructional computer labs in the LRC
- Set-up, maintain and troubleshoot student attendance and tutor registration database for all academic support service programs
- Set-up, maintain and troubleshoot computer labs (including new computer/equipment installations, imaging PCs and setting up networked printers)
- Provide students and tutors with access and support for supplemental course-specific software applications
- Facilitate computer training workshops for staff, students, tutors and faculty
- Develop training materials for current initiatives as well as new workshops
- Conduct technical training for lab coordinators and student lab assistants (work-study)
- Assist in the hiring process of student lab assistants
- Supervise computer lab staff (i.e. college assistants and work-study students)
- Keep department abreast of best practices and emerging technologies
- Collect, back-up and archive student attendance records and evaluation data
- Monitor and update the LRC webpage with events and information
- Create and maintain an inventory database for all equipment and lab supplies
- Coordinate all computer lab activities in the absence of the Instructional Computer Services Manager

- Act as a liaison to the Office of Information Resources and Technology as well as various academic departments to ensure timely completion of service requests and up-to-date software roll out
- Perform other related duties as assigned

Qualifications

Core Competencies

- Ability to utilize computer technology to access data, collect data, maintain records, generate reports and evaluate data.
- Working knowledge of Microsoft Word, Excel and PowerPoint and the latest Windows and Apple operating systems. Effective analytical skills are required.
- Ability to communicate effectively, both verbally and in writing, with students, faculty and staff from diverse backgrounds providing courteous customer service.
- Ability to meet deadlines while working collectively as well as independently.
- Minimum of one year supervisory experience preferred.

Qualifications:

- A Bachelor's degree in a computer-related field **and** one (1) year of experience in a related field, **OR**
- An Associate's degree **and** two (2) years of experience in a computer-related field or computer-related certificate program completion, **OR**
- A high school diploma **or** equivalency with 64 college credits **and** a minimum of two years experience in a computer-related field.
- Experience with databases, data collection, report preparation and evaluation data analysis.