

Capital Region BOCES
900 Watervliet-Shaker Rd.
Albany, NY 12205
www.capregboces.org

JOB OPENINGS

professional/administrative staff

No. 2010-72

POSITION: Administrative Aide Trainee

LOCATION: NERIC -- Student Administrative Services (1031 Watervliet Shaker Rd., Albany, NY)

Basic Function: The selected candidate will work toward providing first level of support and a variety of routine administrative tasks and projects relative to student information systems.

Qualifications: Bachelor's Degree. Knowledge of current office technology and software applications, office terminology, procedures and equipment preferred. *The candidate appointed to this position will be serving in a provisional appointment in accordance with New York State Civil Service Law. The candidate must successfully complete the Administrative Aide Trainee competitive examination and be eligible for appointment in accordance with Civil Service Law and the Civil Service Rules for Albany County to obtain a permanent appointment.*

Responsibilities: Assists districts with day-to-day telephone and email support relative to their student administrative software package; understands the data collection requirements of school districts relative to NCLB; makes recommendations to districts to augment data collection and standardization utilizing their student management system; writes and prepares quick guides, training materials and associated support resources; assists with structuring of content material and training aides; provides day-to-day Level I telephone and email support to districts; will become proficient in NERIC-supported, student administrative software packages; forwards issues to Level II or Level III support as appropriate; works with other members of the Student Administrative Services team; deals with staff at schools/districts at all levels and attends user and technical support group meetings when required. The position will be responsible for data entry, the preparation of correspondence, documents, records and reports as necessary and appropriate.

Starting Date: As soon as possible

Deadline for Applying: October 30, 2009

Starting Salary: \$34,822
The selected applicant will be subject to a fingerprint supported criminal history background check in accordance with SAVE Legislation.

Apply to: www.capregboces.org (job openings) to download an application which should include your letter of interest and resume.

Further Information Contact: Managing Coordinator
Student Administrative Services
1031 Watervliet-Shaker Road
Albany, NY 12205

Date: 10/16/2009

Selected candidates will be contacted for interviews.