

job OPENINGS

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

JOB OPENINGS

professional/administrative staff

No. 2010-74

POSITION: Administrative Aide Trainee

LOCATION: Northeastern Regional Information Center

Basic Function: The selected candidate will have overall responsibility for development and delivery of training for NERIC staff using SharePoint MOSS services. Provides internal and administrative assistance on the coordination of training and implementation logistics, as well as delivery of services to component school districts. The position requires an individual who is confident exercising initiative and independent judgment and possesses confidence and a high level of energy and stamina to support a dynamic environment.

Qualifications: Bachelor's Degree. *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 in day-to-day implementation of SharePoint MOSS services including configuring site security, customizing new portal elements and modifying SharePoint web parts. Writes and prepares quick guides, FAQ articles, training material and associated support resources. Assists with structuring of content material and training aides. Provides workshops and training sessions on portal applications for staff. Prepares distribution of applications and associated training of users. Works with other members of portal team. Deals with schools/agencies 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 other written materials in a variety of source materials

Starting Date: November 13, 2009

Deadline for Applying: November 6, 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: Jim McQuade, Managing Coordinator
518.862.5300

Date: 10/30/09

Selected candidates will be contacted for interviews.