



BOCES Southern Westchester
THE BOARD OF COOPERATIVE EDUCATIONAL SERVICES
TEL: (914) 937-3820 • FAX: (914) 937-7644 • WEB: www.swboces.org

AD
7/21/16

CAREER OPPORTUNITY

PLEASE POST

Posting# 072916-24

VACANCY: CUSTOMER SERVICE COORDINATOR – DATA SERVICES

LOCATION: 450 Mamaroneck Ave. Harrison, NY

EFFECTIVE: ASAP - Full Time (8 AM – 4 PM)

SALARY RANGE: \$88,443 to \$105,018

RESPONSIBILITY:

- Schedules work and presentation consistent with state and departmental priorities;
- Coordinates activities of Data Services staff to meet established schedules;
- Assists staff in review of state documentation for clarity before making available to customers;
- Provides technical assistance to customers and eventers as it relates to state reporting and testing initiatives;
- Markets BOCES services to potential clients through presentations, webinars and training programs;
- Maintains up to date knowledge about state testing and reporting
- Works with customers in relation to special application requests for verification of state data reporting.

C.S. QUALIFICATIONS: Graduation from high school or possession of high school equivalency diploma and six (6) years of work experience in computer operations which involved data reporting and/or customer service relating to data reporting or technical support.

Please forward cover letter and resume to:
Department of Human Resources
BOCES Southern Westchester
17 Berkley Drive Rye Brook, NY 10573
Fax: 914-937-7644

CLOSING DATE FOR APPLICATIONS IS AUGUST 12, 2016

The Southern Westchester Board of Cooperative Educational Services, its officers and employees shall not discriminate against any student, employee or applicant on the basis of race, color, national origin, creed, religion, marital status, gender, age, handicapping condition, sexual orientation, or membership in the Boy Scouts or other designated youth groups. This policy of nondiscrimination includes: access by students to educational programs, counseling services for students, course offering and student activities, recruitment, appointment and promotion of employees and employment pay and benefits, and it is required by Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Boy Scouts Equal Access Act, as amended and the promulgated thereunder, not to discriminate in such a manner. AN EQUAL OPPORTUNITY EMPLOYER

PLEASE DO NOT REMOVE FROM BULLETIN BOARD