Date: July 16, 2014

Position Number: 1415Press01

Position Title: Digital Programs Coordinator

This position is offered through the SUNY System Administration Sponsored Programs Office, an operating location of The Research Foundation for the State University of New York, a private, nonprofit educational corporation supporting research, education and public service at the State University of New York.

Function and Scope: Reporting to the Associate Director for Business and Revenue Operations at SUNY Press, this position will provide administrative and technical support for SUNY Press digital publishing programs, and assist in the evaluation and implementation of new digital initiatives and toolsets. Duties include maintaining an ecommerce website and associated customer support; digital asset management and dissemination; administer, query and export data from in-house MS Access database; and assist with related IT matters.

Qualifications: Bachelor's degree and/or equivalent combination of education and experience in website, database, and digital asset management. Must have competency in MS Windows and Office Suite (Word, Excel and Access), Adobe Software Suite (Acrobat Professional, Photoshop, Dreamweaver, InDesign), and HTML. Experience with SQL and XML a plus. Time management, customer service, problem-solving/trouble-shooting, and excellent written and verbal communication skills are essential.

Salary: Mid $30s DOE

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OPEN UNTIL FILLED
(Maximum posting of six-months)

Applicants must meet the minimum requirements in terms of education and experience. Qualified candidates should send a resume with cover letter and salary requirements to: SUNY Press, SUNY Plaza, CW Bldg., 3rd Fl., Albany, NY 12246 or email to sp.jobs@sunypress.edu. Reference (job 1415Press01) in all correspondence about this position.