

Job Opening  
May 2, 2014

**Temporary Position**

**JOB TITLE:** Telecommunications Associate  
**DEPARTMENT:** Information Technologies (IT)

**Loc:** NYC

**BASIC FUNCTION:**

Assist in the installation, operation and maintenance of Telecommunications equipment throughout the Corporation and its various remote offices.

**WORK PERFORMED:**

- Perform telephone moves associated with personnel changes, additions and/or moves throughout the Agency
- Travel to Regional Offices to resolve telecommunications issues.
- Perform maintenance for ESDC's telephone systems, facsimile and Video Teleconferencing equipment.
- Assist in the installation of new telephone and video teleconferencing equipment.
- Troubleshoot problems with the Corporation's T1, ISDN, DSL and Fiber Optic lines connecting our offices.
- Training of staff in telecommunications principles and usage.
- Investigating feasibility, recommending and installing other communications services such as wireless devices.
- Review bills from telecommunications service providers for accuracy.
- Assist in the set up of webcasting sessions with various locations

**EDUCATION & REQUIREMENTS:**

Education Level required: College degree or IT Trade School preferred. Telecommunications experience may be substituted.

Relevant experience required: Minimum 1-3 years telecommunications experience. At least 1 year experience with Nortel Networks, Meridian 1 and Norstar systems, preferred.

Knowledge required: Voice communications; Data communications; Equipment feasibility studies; Computer knowledge (programming system or applications)

**APPROXIMATE HIRING SALARY:** Up to \$45,700

**INQUIRE**

Maria Gately-HR Manager, ESD

**DEADLINE:** At least 2 weeks or until the position is filled.

**Internal Candidates:** COMPLETE A POSTING APPLICATION AND ATTACH A COPY OF RESUME

**External Candidates:** SEND RESUME TO: [Resumes@esd.ny.gov](mailto:Resumes@esd.ny.gov)

**AN EQUAL OPPORTUNITY EMPLOYER**