



UNC Staff Assembly Position Description

Technology Officer

Preferred Qualifications

- Active staff member of the UNC System at the time of election
- Knowledgeable about the programs and activities of the UNC Staff Assembly
- Have working knowledge of content management systems (i.e., WordPress), email (i.e., Outlook), and social media applications (i.e., Twitter, Facebook)
- Ability to communicate effectively in oral and written form
- Ability to commit to short-term deadlines

Term

The Technology Officer shall serve for two years as defined by the bylaws.

General Description

The Technology Officer shall be responsible for technical support of the UNC Staff Assembly and the Executive Committee. These actions will be in direct support of the distribution of official communications to delegates and the University staff through appropriate means.

The Technology Officer's specific duties and responsibilities include but are not limited to:

- Management of all technology needed to support the function of the UNC Staff Assembly to include but not limited to: website(s), email account(s), listservs, and social media accounts, working closely with the UNC Staff Assembly Secretary to ensure secure and timely distribution of communications and governance materials
- Assist with the facilitation of the UNC Staff Assembly meetings
- Assist with nominations/elections by facilitating the nominations and balloting operations
- Participate in UNC Staff Assembly meetings and activities
- Contribute to governance decisions as a member of the Executive Committee
- Serve on additional UNC Staff Assembly Committees as designated by the Chair

Time Commitment Required

Meetings and Events

- Executive Committee Meetings: 2 hours/month or as needed
- UNC Staff Assembly Meetings: minimum of three (3) per year, two (2) days each*
- UNC Faculty Assembly/UNC Staff Assembly Retreat: one (1) per year, two (2) days*
- Campus Chairs' Committee: 2 hours/month (optional)
- Communications and Technology-related Meetings: 3 hours/month



- Other UNC Staff Assembly Committees as defined by the Chair: 1-2 hours/month
- Special Call meetings: 1 hour as needed
- Chancellors' Cup Golf Tournament: two (2) days with travel

Other Tasks

- Communication and Technology Management: 2 hours/month

**In-person meetings may require additional hours for travel.*

Expense Policy

It is the policy of the UNC Staff Assembly to reimburse the Technology Officer for all Assembly-related travel required to fulfill their duties on the executive committee, according to established travel guidelines and mandates by the System Office.