



UNC Staff Assembly Position Description

Technology Officer

Qualifications

- Must be a full-time employee of the UNC system.
- Knowledgeable about the programs and activities of the UNC Staff Assembly.
- Have working knowledge of content management systems (i.e. WordPress), Outlook, and general social media applications.
- 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.
- Assists with the facilitation of the Assembly meetings.
- Serves on additional committees as designated by the UNC Staff Assembly Chairperson
- Assist with nominations/elections.
- Contribute to governance decisions as a member of the UNC Staff Assembly Executive Committee.

Estimated Time Commitment

- Executive Committee Meeting: as needed
- UNC Staff Assembly Meetings: a minimum of three in-person per year.
- Monthly communications and technology-related meetings: 3 hour



- Other committee projects as defined by the Chairperson: 1 hour per month

Meetings

- Executive Committee Meetings as needed.
- UNC Staff Assembly Meetings: a minimum of 3 in person per year.
- Faculty Assembly/UNC Staff Assembly Retreat: 2 days with travel.
- Other committee meetings as defined by the Chairperson.

Expense Policy

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