



*State
Technology
Support
Specialist
Application
2020*





Technology Support Specialist Job Description

The SkillsUSA Maine Technology Support Specialist shall, in general, oversee and support all software and IT systems used. The SkillsUSA Maine Technology Support Specialist shall perform those duties and responsibilities as assigned by the State Director, Board of Directors and the Executive Committee as outlined in the approved job description.

The task as SkillsUSA Maine Technology Support Specialist is to assist the State Director in the oversight and operation of SkillsUSA Maine's technology needs. These responsibilities include:

- Conference Registration System
- Conference Scoring System
- State Social Media
- State Web Page
- G Suite for Nonprofits

The following Task Analysis highlights the job of State Technology Support Specialist.

1. Plan, organize and support all current and future technology needs.
2. Research and provides electronic systems for information sharing.
3. Keep up to date our social media pages.
4. Oversee state email accounts.
5. Oversee and manage G Suite services and apps.
6. Manage, support and maintain the conference registration and scoring system.

This position is a stipend State Staff position and reports directly to the State Director.



Technology Support Specialist Application

DATE: ___/___/_____

Name _____

School/Business Name _____

Mailing Address _____

School Phone _____ Fax _____

Cell Phone _____

E-mail Address _____

Number of years involved with SkillsUSA Maine _____

Please include a brief resume of your education.

Forward this application and resume to:

Hal Casey - State Director
SkillsUSA Maine
c/o Eastern Maine Community College
354 Hogan Rd
Bangor, ME 04401

Or email:

hcasey@skillsusamaine.org