



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
- 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. Oversee state email accounts.
4. Oversee and manage G Suite services and apps.
5. 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.

Approved June 9, 2019