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Job Description : Director of Technology

University of Maine Student Government, Inc.

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Student Government Inc. DOT Job Description



Position: Director of Technology (DOT)	Term of Employment: One Year
Date: October 20, 2020	Employee Type: At will
Supervisor: Executive Administrative Assistant (EAA)	Department / Division: Internal Affairs
Base Pay Rate: \$ 4,350.00 Yearly (2020-2021)	Required Weekly Office Hours: To Average 10 hours per week

Required Job Tasks:

- A. Shall be directly responsible for the maintenance of all physical technologies of Student Government, Inc.
- B. Shall be directly responsible for maintaining all of the Student Government, Inc. computer hardware and software.
- C. Eligibility of the Director of Technology. The Director of Technology must be an undergraduate student at the University of Maine and must have a cumulative GPA of 2.5. The candidate must display a high degree of skill with hardware and software. Candidates with majors related to Computer Sciences are preferred.
- D. Shall assist all executive members of Student Government, Inc. with their respective duties pertaining to Student Government, Inc. technology.
- E. Shall update and maintain the Student Government, Inc. website.
- F. Shall be responsible for the purchase of technology and software when and if requested.
- G. Shall, if requested by the President of Student Government, Inc., direct and manage the taping of any Student Government, Inc. activity, including but not limited to meetings of the General Student Senate.
- H. Shall perform any troubleshooting and online work related to Student Government, Inc. projects.
- I. Shall be responsible for office computer maintenance and anti-virus software updates.
- J. Shall assist the Vice President of Student Entertainment with all-digital, media, and related technology.

THE UNIVERSITY OF
MAINE
STUDENT GOVERNMENT INC.
APPLICATION FOR EMPLOYMENT

Name: _____
Last First Middle

Local Address: _____
Street/Hall (Apt/Room) City, State Zip

Contact Information: ____ () _____
Primary Phone E-Mail

Year in School: _____

GPA: In order to be considered for employment, you must have at least a 2.5 cumulative GPA

Position Applying For: _____

Experience: _____

Position Goals: _____

Three References: (At least one must be faculty or administration. The other two may be from the community. No relatives please.)

1. Name: _____ Position: _____

Address: _____ Phone: _____

2. Name: _____ Position: _____

Address: _____ Phone: _____

3. Name: _____ Position: _____

Address: _____ Phone: _____

Please enclose the following: 1) Resume, 2) Class Schedule for the semester you would potentially begin employment, 3) GPA (cumulative) - go to Maine Street, Student Center, Transcript: View Unofficial

3/21/20 For all SG Employees