



University of Maine Student Government, Inc. Job Description
Director of Technology

Position: Director of Technology	Term of Employment: One Year
Last Revision Date: February 20, 2024	Employee Type: At will
Supervisor: Executive Administrative Assistant (EAA)	Department/Division: Internal Affairs
Base Pay Rate: \$4,350 per academic year. (\$300 bi-weekly/10 hours per week/\$15 per hour)	Required Academic Semester Office Hours: To Average 10 hours per week

Required Job Tasks

1. Shall be directly responsible for the maintenance of all physical hardware technologies and computer software of UMSG, Inc.
2. 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.
3. Shall assist all executive members of UMSG, Inc. with their respective duties pertaining to UMSG, Inc. technology.
4. Shall be solely responsible for leading updates to and maintenance of the UMSG, Inc. website by coordinating with other UMSG, Inc. employees including but not limited to the Executive Administrative Assistant (EAA) and Vice President for Student Organizations (VPSO).
5. Shall be responsible for the purchase of technology and software when and if requested.
6. Shall, if requested by the President of UMSG, Inc., direct and manage the taping of any Student Government, Inc. activity, including but not limited to meetings of the General Student Senate.
7. Shall perform any troubleshooting and online work related to UMSG, Inc. projects.
8. Shall be responsible for office computer maintenance and anti-virus software updates.
9. Ensure prioritization of confidentiality, data integrity, access, and security in all responsibilities.