

Job Posting: State Officer Advisor, Florida Technology Student Association

Job Type: Part Time, Contractor

Contract Scope: 2018-19 School Year

Job Responsibilities

- Supervise 6 student state officers during all planning meetings and conferences
- Train state officers on roles and responsibilities
- Order state officer supplies within assigned budget
- Manage state officer team to meet required deadlines
- Oversee publication of "Informer" – FL TSA state newsletter
- Attend al state officer meetings, conferences, and FL TSA board meetings
- Develop conference general session scripts with state officer team
- Ensure compliance with Florida TSA purchasing policies
- Facilitate delegate seating at conferences and state officer election
- Attend Florida Delegation meetings at National TSA Conferences
- Coordinate logistics of all conference supplies needed by state officers
- Plan FL TSA conference themes with state officer team
- Attend up to 4 state officer planning meetings per year
- Timely communication with FL TSA executive director, FL TSA board of directors, FL TSA staff
- Oversee state officer social media
- Participate in state officer teleconferences as required

Skills

- Superior organizational skills
- Experience with Microsoft Office Applications
- Effective oral and written communication
- Positive team oriented attitude
- Experience with meeting deadlines on budget
- Ability to manage multiple tasks
- Fiscal responsibility with a purchase card

Reports to Florida TSA Executive Director

Apply by sending resume and letter of intent to Justin Lauer, FL TSA Executive Director
TSA@JustinLauer.net