

## **BACCC Google Apps Consultant/Team Member**

### **Description:**

BACCC (Bay Area Community College Consortium) seeks a technical team member with a strong command of Google Apps including Google Sites, Groups, Forms, Drive, Sheets, Docs, Calendars and Google Script. Knowledge of other cloud based applications is a plus as is graphic design skills. This is a part-time contract position with flexibility to telecommute and work remotely with our virtual team.

### **Who We Are:**

BACCC facilitates collaboration across its 28 member colleges and other workforce development stakeholders. Our work is enabled by a variety of cloud based collaboration tools. We are funded by grants from the California Community College Chancellor's Office.

### **Duties/Responsibilities:**

Design, develop, and support tools that facilitate communication; information gathering, management, and dissemination; project and budget management for a distributed team that is working with partners from multiple institutions.

Potential projects include:

- Redesign of our website: baccc.net to provide greater functionality to our stakeholders including site navigation, document sharing, calendar syndication and improved management capabilities including file management, tracking of page views, posting of structured content.
- Development of tools to automate creation and management of google groups.

- Development of systems for gathering, manipulating, managing and disseminating structured content from users such as grant application forms, surveys, and contact information.
- Development of a contact management system that can be shared by multiple users and integrated with other applications such as Google Groups.

**Qualifications**

- Demonstrated technical skills and knowledge including systems design, user interface design, programming, documentation, and user-training required to carry out above assignments
- Ability to rapidly iterate design and development in response to evolving requirements
- Ability to communicate technical issues with people with varying levels of technical knowledge
- Ability to function as part of a team
- Ability to work under pressure of deadlines
- Able to work independently on multiple assignments in a fluid environment

**Compensation:**

- Hourly rate is dependent upon technical experience.

Please send statement of qualifications to Kate Raymundo,  
[kate@baccc.net](mailto:kate@baccc.net)