Technology Specialist

The Technology Specialist shall be appointed by the Executive Director and approved by the Executive Committee and shall serve a three-year renewable term. The Technology Specialist designs and maintains the ACSD website, ensures accuracy and timeliness of online content, and champions the effective use of digital tools. Additionally, this role serves as the operational implementer of ACSD's evolving digital infrastructure, working under the guidance of the Strategic Technology Consultant to carry out platform updates, data migrations, and provide support for the IT roadmap. All systems-related strategy, selection, and configuration are led by the Technology Consultant.

POSITION OVERVIEW

Supervised by the ACSD Executive Director and serves the Executive Committee.

Collaborates regularly with the Strategic Technology Consultant.

Attends Executive Committee meetings as requested by the President and the Executive Director.

Partners with the Executive Director in implementation of membership services.

Works with the Executive Director to send all association communications on behalf of the President and Executive Committee.

Works closely with the Conference Host on web presence, registration, and information related to the conference.

Assists the Strategic Technology Consultant in auditing current platforms and mapping existing workflows and data flows. Participates in inventorying digital tools, documenting user experiences, and charting how data is created, shared, and stored.

Contributes insights during planning and implementation discussions based on practical platform use.

ESSENTIAL RESPONSIBILITIES

WEBSITE:

Distribute and update content from the Executive Committee through the ACSD website, including video, photography, and promotional materials.

Maintain a consistent flow of new, accurate, and timely information on the website.

Troubleshoot and report website issues, coordinating with the Technology Consultant or web development provider as needed.

Approve, publish, unpublish, and track job postings

Respond to member emails regarding the website.

PLATFORM & DATA MANAGEMENT:

Maintain existing data records, member information, and communications.

Perform manual data updates such as transferring member records and setting up user accounts, with the understanding that data management processes will become increasingly automated over time.

Support the day-to-day use of platforms that have been configured by the Technology Consultant.

Receive training on tools and systems as part of a development pathway within the role. System creation and modifications remain the responsibility of the Technology Consultant.

TECHNOLOGY & EVENTS:

Create and maintain conference registration content and updates within the tools provided.

Support webinar registration, execution, and material posting.

Assist the Business Chair with e-commerce functions, using tools implemented by the Technology Consultant.

Support member communications via email distribution platforms in coordination with the President and Executive Committee.

Collaborate with the Social Media team for account access and technical needs.

Collaborate with the Strategic Technology Consultant to share feedback and contribute to tool implementation with practical insight. Implementation and development of systems rest with the Consultant.

ANALYTICS & REPORTING:

Monitor and review analytics related to the website and platform use.

Prepare and deliver regular reports, including web traffic, job postings, webinar registration, nomination counts, and membership trends.

MEMBERSHIP:

Work with the Executive Director to plan, implement, and evaluate membership promotion and enrollment.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of web development standards and accessibility.

Experience with digital platforms including website CMS, CRMs, forms, spreadsheets, ecommerce tools, MailChimp, and Google Workspace.

Basic knowledge of image editing (e.g., Photoshop).

Ability to work collaboratively and learn new systems on the job.

Familiarity with membership organizations and/or higher education.

MINIMUM QUALIFICATIONS

Experience in a web-related or digital operations field, or equivalent education and experience.

Knowledge of website and system administration tools.

Understanding of user interface design, web graphics, and performance optimization.

Strong organizational, communication, and listening skills.

Experience in Christian higher education preferred.

Demonstrates service-oriented attitude and trustworthiness.

Loyal to ACSD's mission, vision, and values.

OTHER RELEVANT ISSUES

Stipend: $25/hour

Time Commitment: Average 5 hours/week

Term: Three years, renewable upon mutual agreement and performance review

Performance Review: Annual, conducted by the Executive Director with input from the Executive Committee and Strategic Technology Consultant.

Employment in higher education and/or student development is preferred.