

## **TECHNOLOGY CENTER EVENTS ASSISTANT**

<u>Definition:</u>	Under general direction, schedules, organizes, facilitates and assists in the planning and development of all aspects of customized activities and events at the JRRTC and Regional Distance Learning Centers for individuals and groups from school districts, the County Office of Education, the community and local businesses.
<u>Typical Tasks:</u>	Schedules, organizes, facilitates and assists in the planning and development of all aspects of staff development and customized activities and events at the JRRTC and Regional Distance Learning Centers; assesses activity and event requests and develops activity proposals; determines and recommends appropriate technologies, subject areas and levels, and participant configurations; identifies and arranges for technical and instructional resources and staff support; monitors and provides support for the successful completion of JRRTC activities and events; calculates and informs clients of estimated costs of activities and events and bills clients for facility use; evaluates success of activities in addressing overall client-expressed needs by contacting clients and requesting and suggesting ideas for improvement; maintains familiarity with emerging technologies and identifies potential uses in meeting client needs; resolves potential conflicts between client needs and JRRTC capacities for multiple events; schedules and coordinates the use of JRRTC and Regional Distance Learning Centers for software preview presenters and class instructors; assists visitors to the JRRTC by scheduling tours and equipment and software use; composes and prepares a variety of correspondence; assists in the preparation of promotional materials and special reports; monitors the use of JRRTC equipment including coordinating the checkout of portable electronic equipment; assists with recommending equipment modifications, replacements and appropriate purchases; coordinates maintenance of equipment with technical staff; performs related duties as assigned.
<u>Minimum Qualifications:</u>	Knowledge of: microcomputers, peripherals, video conferencing equipment, the Internet and a wide variety of software programs (e.g., word processing, database, desktop publishing, spreadsheet, executive presentation, etc.). General knowledge of: practical uses of technology-based resources in classroom instructional and staff development activities. Skill in: scheduling and organizing multiple activities; facilitating the collaborative work of others; oral and written communication. Ability to: learn the principles and practices of staff development and training; learn and apply student and teacher technology guidelines and requirements; assess client needs and make appropriate training and technology-based recommendations; make decisions on procedural matters using good judgment within the scope of established policy; resolve sensitive issues and conflicts using tact and diplomacy; work with minimum supervision; establish cooperative working relationships with those contacted in the course of work.

Experience and Education:

Education, training or experience which demonstrates possession of the knowledge, skills and abilities detailed above. An example of typical qualifying experience would include: two years of experience scheduling, organizing and facilitating multiple activities and events requiring considerable contact with individuals and organizations. Experience must include working with computers, peripherals, video conferencing and multimedia equipment, the Internet and a wide variety of software, preferably within an educational environment. Previous experience working with student and teacher technology guidelines and requirements is desirable but not required.

Established: 07/99

Approved by the Personnel Commission: September 17, 1999