



## ASC ASSISTANT TECH DIRECTOR

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*Marketing & Communications*

### **DESCRIPTION**

This person is responsible for working with the current ASC Tech Director in order to more smoothly transition into the role of Tech Director. As an assistant you will learn to maintain the appearance and content of the ASC webpage, as well as gain skills to perform an in-office technical support role. Also, as an assistant you will observe and participate in interaction with the Institutional Technology department.

This person will serve as Tech Director assistant for a single semester then move into to the role of ASC Tech Director. They report to the Tech Director and the Vice President of Marketing & Communications.

### **QUALIFICATIONS**

It is suggested that this person be familiar with HTML, CSS, Google Apps Script, and Google Forms. This individual should also be familiar with both Mac and PC platforms and be willing to provide technical assistance in the ASC offices. The job requires a willingness to learn as well as an aptitude for technology.

Applicants must be full-time students (minimum of 12 credit hours) in good standing with George Fox University for the duration of the time they hold their position. A minimum cumulative GPA of 2.5 is required at the time of application and must be maintained for the duration of the position.

### **RESPONSIBILITIES**

- Serve in an apprenticeship role under the current ASC Tech Director
- Be willing to challenge themselves in learning new applications and techniques
- Maintain working relationship with Institutional Technology
- Help maintain the ASC portion of George Fox's website
- Attend all forums as requested by Central Committee
- Abide by all GFU community lifestyle standards as outlined in the Student Handbook

### **TIME COMMITMENT**

- 7-10 hours weekly (including nights and weekends)
- For payment inquiries, visit the ASC offices

**APPLY ONLINE – [ASC.GEORGEFOX.EDU](http://ASC.GEORGEFOX.EDU)**