

**Wisconsin College Personnel Association**  
**Position Description**  
**Technology Coordinator**  
(Appointed position—2 year term)

**General Description:**Technology Coordinator. The primary responsibility of the WCPA Technology Coordinator is to manage all hardware and software needs for the organization.

**All Board Members**

- Attend all scheduled meetings of the Executive Board.
- Bring forward concerns/issues of the membership to the Executive Board.
- Stay informed about trends and issues in the profession.
- Solicit conference presentations and provide support for professional development programming as requested.
- Attend and participate in the annual conference as reasonably able.
- Promote WCPA to student affairs professionals at events where it is appropriate to do so.
- Network and outreach with student affairs professionals at the WCPA events.

**Promote and represent the Association**

- Seek opportunities to promote engagement with the WCPA.
- Make connections with under-represented student affairs professionals in the WCPA.

**Administrative Duties: Hardware & software**

- Coordinate all physical hardware needs for professional development events.
- Manage website, including functionality, form, and content updates.
- Serve as primary contact for external website host/developer.