



JOB TITLE: Technology and Information Specialist

DATE OF POSTING: July 22, 2024

CLOSING DATE: August 12, 2024 or until filled

SALARY RANGE: \$60,000 - \$77,000

ESTIMATED DATE TO FILL: September 9, 2024

Job Title: **Technology and Information Specialist**

### **General Description of the Position's Function and Purpose**

Through information analysis and management, this position administers organizational processes and systems that acquire, create, organize, distribute, and use information that facilitates member engagement. Under minimal supervision, this employee acts in a discretionary capacity for the immediate supervisor and supports the supervisor in coordinating and controlling several extensive and complex programs. This position provides support services for the effective operation of the association's technology systems, designs and delivers technology training programs, and facilitates the integration of association content with information dissemination systems.

This permanent Management Support Personnel (MSP) position is located at the headquarters office in Indianapolis and reports to the Director of Finance and Accounting/CFO.

The qualifications listed below are those required for the position but do not encompass all those activities that may be included in the responsibilities and performance expectations of the job. Certain daily activities related to the individual's job may be performed regularly but are too general in nature to include.

### **Responsibilities**

- Exhibits advanced understanding of software programs to conceptualize, design, develop, and organize information; cooperatively works with NEA computer services and third-party vendors to solve software and hardware issues.
- NEA 360 project coordinator. Serve as one of the NEA 360 administrators and a main contact for NEA 360. Works with staff on other projects.
- Assess training needs and provide training to Association staff regarding Information and technology.
- Maintains Association program databases
- Through data auditing, monitors and maintains information added into information systems; maintains document repository and monitors storage limits.
- Identifies information systems nuisances through testing and user feedback; contributes towards the development of future innovations and capabilities of the information systems.
- Analyzes data and information systems used to develop reports for management of data and overall success of information systems; examines and reviews reports for adjustments as necessary to ensure the highest level of accuracy, quality, and efficiency.
- Helps develop and maintain quality data management policies and procedures.
- Negotiates vendor contracts.



- Verify and audit technology and telecommunication pricing charges with contract language.
- Purchase technology and telecommunication supplies, equipment, and services.
- Process technology and telecommunication invoices.
- Maintain and update expense reports, five-year plans, and budgets.
- Administer and help support all technology and telecom systems.
- Works with and back up for the IT Specialist for IT services, network, and hardware.
- Create, maintain, and train on ISTA form software.
- Supports association help desk
- Maintain and update the staff site.

### **Interpersonal skills**

- Problem-solving and analysis
- Initiative
- Flexibility
- Organized
- Provide training

### **Qualifications**

- A bachelor's degree in a technology field is preferred.
- Substantial work experience in information dissemination, database, computer science, and related fields.
- Progressive experience using database software with information research and reporting, Office 365, computer networks, telecom/video/data interactive systems, and the Internet.
- Knowledge of Adobe, Photoshop and InDesign
- Knowledge of vendor contracts and purchasing of technology and telecom
- Experience in processing expenditures and budgeting
- Ability to be effective under pressure in solving problems independently and to coordinate various tasks and objectives to meet project deadlines.
- Extensive working knowledge of Association programs.
- Knowledge of office routines and administrative procedures.
- Knowledge of ISTA organizational structure.

### **Application Procedure**

Applications will be accepted through August 12, 2024, or until filled. Please send a letter of interest, resume, and three references to Nicole Wise at [nwise@ista-in.org](mailto:nwise@ista-in.org).

### **About ISTA**

The Indiana State Teachers Association provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or genetics.



Consistent with the ISTA Affirmative Action Plan, minorities, women, individuals with disabilities, individuals of all ages (18 or older), and veterans are encouraged to apply.