

Wisconsin Interscholastic Athletic Association - Technology Coordinator

The Technology Coordinator is responsible for the development of internal software applications and solutions that enhance the performance of WIAA Staff and member schools. The Technology Coordinator will direct and coordinate the management of the WIAA web site.

Knowledge, skills, and abilities

Excellent interpersonal, oral, and written communication skills including the ability to effectively communicate with staff, member schools, vendors, and the Board of Control.

Interest and understanding of education-based high school athletics.

Experience and knowledge with web site development, Mac, Windows, software, and hardware. Software will include, but is not limited to: MS Office, Photoshop, Articulate, Quark, Google Apps and DotNetNuke.

Understand project management, database management and systems applications.

Utilization of social media, mobile apps, and developing technology.

Excellent trouble-shooting analysis, problem-solving skills and customer service skills.

Ability to maintain hardware/software inventory including purchasing/budgeting for new technology.

Ability to manage and prioritize tasks and assignments in a fast-paced, deadline oriented environment.

Ability to provide training and model effective integration of technology in the office.

Graphics design experience preferred.

Ability to work in a primarily apple-based environment.

Preferred Additional Qualifications

Minimum of a two-year degree or evidence of alternative training and experience

Ability to work with staff to develop strategies and plans to enhance services, improve user effectiveness, and foster innovation, including document management systems.

Ability to conduct systems analysis and to manage complex projects working in a team and as a leader of the project.

Ability to communicate verbally and in writing and follow written and verbal instructions.

Effective leadership skills (including decision-making, listening, empowerment, motivation, crisis management and accountability skills) are critical to job performance and success.

Ability to develop, recommend and implement visionary and goal oriented strategic planning.

Compensation and Benefits

The Technology Coordinator is a full-time salaried position reporting to the Executive director. Salary is commensurate with experience and comparable positions in similar organizations. Benefits include health, dental and life insurance, vacation, and retirement.

Application Deadline: June 28, 2013

Start Date: As soon as possible following identification and selection of a successful candidate.

Applicants should send a letter of interest, resume, copies of transcripts, and three letters of recommendation to Joan Gralla, WIAA, 5516 Vern Holmes Dr., Stevens Point, WI, 54482