

# TECHNOLOGY COORDINATOR

## SFU HUMAN RESOURCES STUDENT ASSOCIATION

### Job Description

#### HUMAN RESOURCES STUDENT ASSOCIATION (HRSA)

The Human Resources Student Association (HRSA) is a student-run organization at Simon Fraser University's Beedie School of Business. We aim to support students and broaden their knowledge of Human Resources by providing engaging opportunities to connect with industry professionals through innovative initiatives and events.

#### ROLE DESCRIPTION

The Technology Coordinator assists with the coordination and implementation of software and technology to streamline all processes within HRSA. They carry out the responsibilities of facilitating all audio-visual equipment throughout events and initiatives. This individual is passionate about all things technology and production.

**Reports to:** Johnson Ngo - Vice President of Technology and Strategic Production

**Term:** October 2022 – April 2023

#### RESPONSIBILITIES

- Coordinate all audio visual equipment during events
- Research different technologies and software to be implemented
- Prepare instructions and documentation for using AV equipment
- Support the delivery of all event initiatives from other portfolios
- Assist with the filming and photography of event initiatives
- Attend mandatory weekly meetings to provide updates to VP of Technology and Strategic Production

#### QUALIFICATIONS

- Passionate about technology
- Being able to effectively communicate professionally
- Effective problem solving
- Excellent interpersonal and written skills
- Previous experience in managing equipment
- Interest in filmmaking and photography is an asset
- Please refer to the coordinator application form for application instructions.

**APPLICATION DEADLINE IS SEPTEMBER 23 AT 11:59 PM.**

