

TEDxUTSC Application: Director of Information Technology

2019 Executive Team | Deadline: August 1st, 2018 at 11:59 PM

Email all applications to info@tedxutsc.com attaching your résumé and completed application below. Please title the application file name as follows: “Position_Name_Application” and title the resume file name as follows: “Position_Name_Resume”. Please only submit 1 completed application of your top choice. Thanks!

Thank you for your interest in applying for the TEDxUTSC 2019 Executive Team. Congratulations on taking your first step in becoming a part of the team that will represent UTSC on the global TED phenomenon.

As part of one of the most engaging student groups at UTSC, we assure you that during your term with the team, you will see extraordinary growth in your personal and professional lives.

Job Description – reporting to the Lead of Marketing & Communications

As the **Director of Information Technology (IT)**, you will be solely accountable for the management of the TEDxUTSC website among other technologically related tasks. Our website is one of our primary means of communication and information-delivery to our audience. We are looking for someone who is detailed-oriented, tech-savvy, has strong written-communication skills, is self-motivated and has previous experience with WordPress and in Web Design (or a keen interest in this area).

Key Responsibilities:

- Creation, development and management of the TEDxUTSC website as a content hub
- Research and develop innovative ways of engagement with audience through technology
- Lead project to update TEDxUTSC website to ensure user-friendly design, attractive interface and a total fresh look

Required Qualifications:

- Mastery of HTML and CSS; JavaScript preferred
- In-depth knowledge of WordPress as a website and content management system
- Strong coordination and time management skills while also being self-motivated
- Strong written communication skills
- Desire to make things beautiful, a strong understanding of usability and visual design
- Previous web development experience preferred

Tell us about yourself

Contact	Name:	_____
	Email Address:	_____
	Phone Number:	_____
Academics	Program Study:	_____
	Current Year of Study:	_____

Social Media	Facebook:	_____
	Twitter:	_____

Please list out any commitments (i.e. work terms, extracurricular, etc.) you may be involved in for the coming year, including the duration and your expected weekly contribution – in number of hours. Please also list if you are or will be out of the country for any period longer than 2 weeks and the duration of your trip.

Please provide a link to showcase your experience in web development that may include screenshots or a live website:

Please answer the following questions to allow us to better assess your candidacy for this position. The word limit on each question is strict, so please double-check your answers!

1. What enticed you to join TEDxUTSC? What aspirations would you have as Director of IT? Please name one goal and be specific.
2. Choose one extracurricular or one employment opportunity you have listed on your resume and explain how it has made you the ideal candidate for the Director of IT. Describe your impact in the role and the skills you have gained through this experience.
3. Familiarize yourself with our website: www.tedxutsc.com, and then explain your approach for a redesign including a website link for inspiration (theme, design, interface)

****Attach your resume along with your **complete** application and send it to info@tedxutsc.com. Successful candidates will be contacted to book a time slot in the first week of August.**