



IT Officer

Why We Need You:

The SVC IT Officer maintains the Chapter's website. Create, update, and promote the Chapter on social media outlets.

A Day in the Life | Responsibilities We Trust You With:

- Monitor the technical operations of the Chapter's websites
- Serve as primary contact for all servicing/facilitating of technical needs
- Testing new technology

What You Must Know | Education and Experience:

- Must be an active PayrollOrg member in good standing

What You Need to Be Good At | Competencies and Skills:

- Become familiar with the chapter's Bylaws
- Read the Chapter Affiliation Agreement provided by PayrollOrg
- Become familiar with the contact staff at PayrollOrg for assistance and support

Your Working Relationships | Leadership:

- Must work with and gain support and commitment from other BOD members and chapter members
- They continually represent the chapter to others within or outside of the organization
- Contributes and tries to drive-up recruiting of new or former members
- Assists overall activities/meetings/committees of the chapter

This job description is a guideline.