# Technical Administrator – “Living Computing Project”

## Description

The “Living Computing Project” ([www.programmingbiology.org](http://www.programmingbiology.org)) is looking to hire a part time technical administrator to **manage the project’s associated websites, oversee its social media platform, and organize meetings and events.** This position will require working closely with the “Living Computing Project’s” principal investigator, Prof. Douglas Densmore, as well as Boston University staff and resources to identify and resolve logistical needs for the team. Some of these needs will be technical, such as maintaining and updating the project’s website while others will be administrative, such as communicating announcements and reserving meeting spaces. With that said, strong communication skills are required as well as the ability to independently contact resources and work with other team members.

While the primary supervisor of this position is Prof. Douglas Densmore ([www.ddensmore.net)](http://www.ddensmore.net)) the technical administrator will also work closely with the program coordinator, Tiffany E. Grant, for the “Living Computing Project’s” sister program, “STEM Pathways.”

## Key Responsibilities

* Development and maintenance of the “Living Computing Project” and “STEM Pathways” websites ([www.programmingbiology.org](http://www.programmingbiology.org) / [www.stempathways.org)](http://www.stempathways.org)), Confluence site (<https://www.atlassian.com/software/confluence>), and student dashboard software ([www.trello.com)](http://www.trello.com))
* Manage and create content for the “Living Computing Project” and “STEM Pathways” program’s news section, Twitter, Facebook, and YouTube accounts
* Prepare and set-up A/V equipment for online meetings
* Reserve and organize meeting spaces, catering requests, and parking permits
* Maintaining Google calendars and distribution lists

## Essential Requirements

* Basic knowledge of a computer programming language and modern web design practices
* Experience with troubleshooting A/V classroom equipment
* Excellent communication (verbal, written, visual) and organization skills
* Proficient knowledge of social media platforms and best practices
* Ability to work remotely as well as having a flexible schedule to meet with partners in other time zones
* Passion for producing high quality work and learning at a fast pace

## Preferred Skills

* Current undergraduate (sophomores and juniors are ideal) looking to commit to the project for as long as possible
* Proficient web development skills or a computer science background
* Experience with photography, videography, graphic, and/or web design
* Understanding of Confluence, Trello, and Google apps

## Position Details

*Primary Investigator:* Prof. Douglas Densmore

*Organization/Location:* Boston University, Boston, MA

*Start Date:* As soon as possible (April or May 2017 ideally)

## To Apply

Please send a CV and contact information to dougd@bu.edu.