

Digital Systems Volunteer

Bring your troubleshooting mastery and your eye for detail to deliver a better experience for our members.

LOCATION: ANYWHERE IN AUSTRALIA WITH BROADBAND INTERNET ACCESS.

HONORARIUM: \$1000 PER ANNUM.

This role is all about giving members an intuitive, user-friendly experience when they interact with ASC.

Job Description

- Digital systems review - what do we currently have in place and is it working for us? Eg mailing list, google accounts, conference and main websites.
- Documentation to support retained systems
- Friendly, professional communication to member queries related to digital systems
- Collaborate with ASC teammates (e.g. SCOPE editor, web editor, committee members)
- Report on issues and successes
- Respond to reports of digital systems problems: troubleshoot, test, adjust and resolve

Knowledge and Skills Required

Ideally the person is someone who:

- Has hands on experience with web publishing
- Will take initiative to identify and solve problems
- Has strong written and verbal communication skills

Estimated Time Commitment Required

The estimated time commitment required as the Digital Systems Volunteer is approximately 2 hours a week.