

Technology Manager

Responsible to:	<ul style="list-style-type: none"> • Committee • Membership
Overview:	Manage all aspects of technology at U3A Knox
Responsibilities:	<ul style="list-style-type: none"> • Understand U3A technology needs and advise Committee on appropriate IT strategies, equipment and software • Ensure IT Support, telephony and broadband services through external providers • Provide and maintain classroom equipment • Update software as needed • Manage problems in the technology area • Manage U3A Knox website, including content, security updates, backup and restoration, any malware issues, access • Handle IT infrastructure, including virus protection, backup, printer maintenance, WIFI performance, security, PC and server failures, web host performance and security • Manage software licences, Windows software, critical spares store • Maintain awareness of technology advances as concerns U3A needs • Provide monthly reports (even if 'nil') to and attend U3A Knox Committee meetings regularly. • Understand U3A Constitution, Code of Conduct, policies. • Act in accordance with U3A Constitution and Code of Conduct, and purpose at all times. • Work in cooperation with fellow members of the Committee.
Works with	<ul style="list-style-type: none"> • Classroom Technology • Computer Course Equipment • UMAS • U3aknox.org.au website • IT Infrastructure