1. **Applications & Tools Engineer**

Description

Most of the chapter’s Events team collaboration tools are supported by the engineers in the Application & Tools team. In this role they support the setting up of new volunteer accounts, initial training of folks using Google Applications and the chapter’s Google sites. The Application & Tools Engineers are responsible for setting up and support all event team Google sites.

Reporting Relationship

* Reports to IT Director

 Qualifications

The following are desirable:

* Experience with Google Applications
* Experience using MS Office
* Experience in process management
* Experience in planning, scheduling, execution and control of tool & update projects
* Experience in the leadership of a 4-6 person team
* Understanding of the Change Control Process
* Quality Management
* Good communication skills

Responsibilities

* Management of the DEP Tool
* Implementation and management of all Google Event Team Sites
* Working with the Event Project Team in defining their collaborations requirements.
* Manage Google Apps
* Google +
* Maintain Google Email Domain
* Working with the Director of Volunteers address all Google account setup requests.
* Maintain Google Drives used by the chapter
* Provide Backup and Recovery tools for Google Sites & linked drives
* Google Analytics for the PMI-OC Website
* Provide Project Management leadership for chapter tool and application projects
* Provide support for the PMI Volunteer management system
* Provide policy, process, procedure and training documentation for PMI-OC Tools and Applications used by the chapter

Time commitment
5-7 hrs. per week- Need to attend 1-2 event per quarter

Benefits

* Great opportunity to meet everyone at each PMI-OC event
* An opportunity to learn about or improve skills needed to support and manage a Website
* Learn to improve communications and networking skills
* Opportunity to share your skills and to mentor other PMI colleges