

## Duties

Electronic File Storage – This position will be in charge of creating electronic file storage for Stallari and keeping the program that is used secure and up to date.

TEAMS Administrator – We are currently using TEAMS as a communications and electronic file storage system for the Stallari Council. The TEAMS administrator will be responsible for setting up TEAMS and using Microsoft 360 to achieve Stallari requirements and goals for communication and file storage.

Training – This position will be required to train new users on how to use TEAMS and Microsoft 365 in TEAMS. This will include training new Stallari members and any other officers or deputies who are granted access by Stallari. Stallari is expecting to use this program as a main means of communication for the council.

Reporting – This position will report to Kingdom Chronicler and is a Lessor Officer to the Kingdom Chronicler. This is a warranted position and will have Stallari approval.

## Time Commitment

Initially there will be a larger time commitment for this position as we begin the process of using Microsoft TEAMS. Stallari is in the initial building stages of utilizing the program and we need help in using the program fully. Stallari will have to be trained on TEAMS functionality and best practices for using TEAMS.

After the initial set up and training I expect 1-2 hours per week dedicated to this position. As this position is new, that may change.

## Key Skills:

Communication – This position will require multiple forms of communication be used to communicate to many different parties. Using email will be a main method of communication in this position as well as using the messaging availability in TEAMS. You may also be working with people that are not familiar with the TEAMS product or who are not tech savvy, the ability to communicate appropriately with courtesy is a must.

Organization – Since this position is new and TEAMS is not yet being used to its full capacity, this position will require someone who will be able to organize TEAMS in a way that will be user friendly and make sense for the needs of the particular users.

Problem Solving – There will be situations that will require a creative approach on where to store information and give the appropriate people access without being confusing or overwhelming. It will be the job of the person in this position to guide TEAMS users on how we can achieve our goals the most effective way possible.

Teamwork – This position will require you to work with several people from all over the Kingdom. It is important that you are able to work with a team to achieve the goals of Stallari and meet user needs.

Confidentiality – This position will have access to private and sensitive information and this will have to be kept confidential.

TEAMS Knowledge – We are currently using Microsoft TEAMS for our communication and electronic file storage. The person in this position should have intermediate to advance

knowledge of the Microsoft TEAMS programs and how to integrate Microsoft 365 into a TEAMS environment,

Short Form Description:

Duties

Electronic File Storage

TEAMS Administrator

Reporting

Training

Time Commitment

Initial – Unknown to set up TEAMS

After initial – 1-2 hours per week expected

Key Skills:

Communication

Organization

Problem Solving

Teamwork

Confidentiality

TEAMS Knowledge

Please send applications to [Chronicler@Northshield.org](mailto:Chronicler@Northshield.org)

I will be taking applications until July 30, 2020