**Chief Technology Officer (CTO)**

**Purpose:** The Chief Technology Officer reports directly to the CEO and is responsible for establishing Student Agencies’ technical vision and leading all aspects of the company’s technology development. The CTO is the Agencies’ technology executive and plays an integral role in all of the businesses’ strategic direction, development, and future growth. The CTO oversees the database and helps all of the business managers utilize their technology and historic data in order to increase their productivity and competitive advantage. The CTO works closely with the Marketing Director to establish strategic plans for the businesses.

The CTO meets weekly with the CEO in order to discuss project challenges, timelines, and development ideas. S/he also attends the weekly executive and general team meetings in order to help the businesses when problems arise and be continually updated with their current projects. In addition, the CTO helps recruit and train the new managers at the end of his/her term.

**Hourly Requirement:** This position requires the manager to work part-time (15-20 hours per week) during the academic year and full-time during the summer (35-40 hours per week).

**Job Description**

The following job description paints a more complete picture of the skills that we are looking for. The following section will show the broad tasks that the CTO is expected to perform. Though the job is comprehensive, many of the skills required to successfully execute these responsibilities are learned/perfected during training.

**Main Responsibilities:**

* **Broad Role**
  + Establish the company’s technical vision
  + Ensure that the company’s technology strategy serves its business strategy
  + Lead most aspects of the company’s technology development
  + Maintain existing systems
  + Provide guidance and direction in all technology related issues in support of information operations
  + Work in a consultative fashion with other managers and staff, especially with the Director of Marketing, Director of Operations, President and CEO
  + Play a jack-of-all trades role in providing technical advice/assistance to the managers when necessary
* **Website Maintenance**
  + Help the managers that use Squarespace pages with any problems that arise with their accounts, and help them update their online presence
  + Be available to managers who have questions about online resources
  + Take the initiative by helping businesses with their websites, ensuring that they are updated and speaking to the necessary audiences
* **Database Maintenance**
  + Input quality and complete data, including to check that all fills are properly entered
  + Maintain Postgres Cloud DB
  + Educate managers about opportunities evolving from the database
  + Work with the Director of Marketing to use the data to target specific audiences and create specialized timelines for advertisements
* **Board Communication**
  + Update interested Board members and Board committees on projects
  + Create CapX presentations when applicable and present them to the Board to gain approval for new projects
  + Report findings to the Board after projects are completed
  + Quarterly presentations to the Board
* **SAI Tech Inventory**
  + Maintain and constantly update SAI’s tech inventory
  + Keep SAI’s tech up to date, especially concerning the WiFi/internet connection and hardware
* **Research**
  + Keep up-to-date on tech trends, products, and successful projects that companies similar in size and type to SAI are utilizing
  + Conduct product comparisons
  + Constantly be looking at ways to improve SAI
* **Manager Turnover and Data Retention Strategy**
  + During manager transition, ensure that all files are properly transferred and that confidential and important documents are not lost
* **Day-to-Day/General Responsibilities**
  + Keep up-to-date on emails, voicemails, etc.
  + Contribute to the overall benefit of SAI by participating in meetings, office hours, team projects, corporate recruiting/orientation/training and aiding other businesses when necessary
  + Honor all deadlines and action plans
  + Aid in the transition of the next manager by keeping organized records and adding to the training manual
  + Foster long-term business growth and development

**Necessary Skills:**

* **Technical Experience:** As this CTO performs technical tasks at time, experience with programming or computer science is desired.
* **Communication:** Because the CTO conducts several phone inquiries with different companies and platform, being able to articulate an idea well is an essential skill.
* **Project Management:** Most projects are long-term and require strategic timelines. The CTO should be able to balance various projects at the same time and complete them in a timely manner.
* **Organization:** The CTO should be on top of deadlines, follow-ups, database inputs, and keep an organized filing system.
* **Disciplined/Prioritization:** Since the majority of the CTO's work is independent, being able to self-manage and continuously work on projects without procrastinating leads to success. Likewise, the CTO must be able to balance school work and SAI obligations, so all projects are completed on time.
* **Problem Solver:** The projects the CTO works on have not been done before, so s/he must be resourceful, know how to research different trends and products, and be able to think logically and quickly.
* **Willingness to Learn:** The CTO works on developing SAI into a technologically savvy company. In order to do so, the officer should have a passion for technology and melding it with different business aspects. S/he must be excited to learn about different products and must want to expand his/her experience with different tech.

**What We’re Looking For:**

We are looking for a dedicated, enthusiastic, and passionate student who will prioritize SAI in order to insure its success. Some of the qualities we are looking for in potential CTO are:

* A friendly officer that can be an approachable resource for SAI businesses
* A student that is professional and passionate about technology
* Someone who understands the effect of technology on a business and is dedicated to making a mark at SAI
* Will prioritize SAI and constantly work to better the businesses through creative and effective projects
* A student that will take initiative in discovering and taking on technical projects to benefit the company
* A manager who has strong writing and presentation skills

If this sounds like you, apply today!