

Job Posting: State Officer Advisor, Florida Technology Student Association

Job Type: Part Time, Contractor

Contract Scope: 2025-2026 School Year

Job Responsibilities

- Supervise student state officers during all planning meetings and conferences
- Train state officers on roles and responsibilities
- Order state officer supplies within assigned budget
- Coach state officer team to meet deadlines by using project management techniques
- Oversee publication of "Informer" – FL TSA state newsletter
- Attend all state officer meetings, state conferences, and FL TSA board meetings
- Develop conference general session scripts with state officer team
- Ensure compliance with Florida TSA purchasing policies
- Facilitate state officer spirit activities and service projects during State Conferences
- Coordinate logistics of all conference supplies needed by state officers
- Supervise state officer team's planning of conference themes and activities
- Attend up to 4 state officer planning meetings per year
- Timely communication with FL TSA executive director, FL TSA board of directors, FL TSA staff
- Oversee state officer social media
- Schedule and facilitate state officer teleconferences as required
- Develop project plans for conferences to share with FL TSA Board of Directors

Skills

- Superior organizational skills
- Experience with Microsoft Office Applications
- Effective oral and written communication
- Exhibit a positive attitude with all stakeholders
- Experience with meeting deadlines by using project management
- Ability to manage multiple tasks
- Fiscal responsibility with a purchase card and adherence to budgets
- Basic knowledge of parliamentary procedure is preferred

Reports to Florida TSA Executive Director

Apply by sending resume and letter of intent to Justin Lauer, FL TSA Executive Director
TSA@JustinLauer.net