

Job Posting: Judge Manager, State Conference, Florida Technology Student Association

Job Type: Part Time, Contractor

Contract Scope: 2027 FL TSA State Conference

Job Responsibilities

- Recruit over one hundred and twenty-five qualified volunteers to judge student events
- Coordinate and schedule at least three judges for each competitive event
- Coordinate and communicate with event coordinators
- Coordinate and communicate with FL TSA Executive Director and Conference Manager
- Physically provide coverage for judges' room from 7am-9pm during conference
- Register judges onsite and distribute registration material
- Create and submit post conference reports
- Attend planning meetings upon request
- Provide laptop and printed judge schedules for coordination during conference
- Develop communication strategies to recruit and manage volunteers

Skills

- Superior organizational skills
- Experience with Microsoft Office Applications
- Effective oral and written communication
- Positive team oriented attitude
- Experience with meeting deadlines
- Ability to manage multiple tasks

Reports to Florida TSA Executive Director

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