

ECIS Tech Conference - Jobs for students

Regardless of the position you choose, you will be expected to be involved in the preparation of the event, not only the actual weekend. This is a long term commitment.

Team leader

Summary

Team leaders are well-organised and are able to meet deadlines. They have good communication skills, are good listeners and are comfortable making decisions.

Job description

- Regularly communicate with the conference organisers
- Organise regular meetings with members of the sub-team
- Relay any communication from sub-team to conference organisers on a weekly basis
- Ensure team members complete their tasks as per agreed schedule

Positions available

Three positions of team leaders will be available. One for the 'Tech helpers', one for the 'Student ambassadors' and one for the 'Junior organisers'.

Tech helper

Summary

Tech helpers are able to troubleshoot basic technical issues, such as a projector not working as expected, or a computer freezing. Tech helpers will receive full training from our IT Technicians. This is a high visibility position.

Job description

- Troubleshoot basic issues, such as helping presenters connect to the Wifi network
- Help IT Technicians set up rooms for presentations
- Help conference attendees report their technical issues, using the ticketing system
- Ensure IT facilities are in good working order between presentations

Positions available

Five positions of tech helpers are available. Suitable candidates may also be interested in becoming Team Leaders for the 'Tech helpers' group of students.

Student ambassador

Summary

Student ambassadors represent the school and are the first contact point for attendees. They know the school well and are not afraid to communicate with a group of adults from other schools. This is a high visibility position.

Job description

- Welcome attendees
- Help registering attendees on arrival
- Lead school tours
- Help attendees with general issues (e.g. transport, catering, finding sessions, etc.)

Positions available

Three positions of student ambassadors are available. Suitable candidates may also be interested in becoming Team Leaders for the 'Student ambassadors' group of students.

Junior organiser

Summary

Junior organisers are self-motivated and highly organised students. They are able to follow directions and also display creative skills. Junior organisers will have a good overview of the event and will be able to help on many different levels during the conference itself. Students who cannot attend the conference due to other commitments may join this group.

Job description

- Help create signs, maps, attendee badges, etc.
- Help with printing, copying and design of printed materials that will be given to attendees
- Help with setting up rooms before presentations
- Run errands as per needs on the conference weekend

Positions available

Seven positions of junior organisers are available. This does not include students who wish to get involved in the planning of the event, but cannot attend it due to other commitments that weekend. Suitable candidates may also be interested in becoming Team Leaders for the 'Junior organisers' group of students.

Presenter

Summary

Presenters are comfortable talking to a large audience of adults from different schools. Presenters are able to plan and practice the sessions they want to lead.

Job description

- Plan a presentation or workshop that will be of use to conference attendees
- Submit presentation proposal to Conference organisers
- Prepare all necessary resources and equipment for presentation or workshop
- Document the planning and resources on conference website
- Deliver the presentation or workshop to audience

Positions available

There is an unlimited amount of presenter positions available. This is not a position per-se, but an add-on to other positions. Conference organisers would like at least three presentations/workshops to be run by students.

Social media specialist

Summary

Social media specialists are highly independent, mature and trustworthy students, who will have full access to our Twitter account, and other social media accounts.

Job description

- Devise a social media strategy (what platforms to use, frequency of messages, audience, etc.)
- Advertise event prior to the conference
- Digitally interact with conference attendees during the conference weekend (make comments, ask questions, etc.)

Positions available

There is one position of media specialist available.