

1. Job Details:

Position Title:	THIMUN Qatar Technology Coordinator	Division:	Qatar Academy
Reports to:	Head of THIMUN Qatar	Department:	THIMUN Qatar
Grade Level	12		

2. Job Purpose:

The Technology Coordinator is responsible for providing direct support related to all activities involving planning, implementing, and evaluating programs originating from the THIMUN Qatar Regional office. As such, the Regional Coordinator will assist in planning and implementing all activities. Under the general supervision of the Head of THIMUN Qatar, the Technology Coordinator will be responsible for supporting the implementation of information technology and associated e-Learning, including assisting students and staff, developing professional development and providing educational resources to integrate technology for students and schools within the THIMUN Qatar mandate.

3. Job Dimensions: Key facts and figures which give an indication of the scope and scale of the job.

Annual Operating Budget/Project Budget/Sales Revenue:	NA				
Number of Staff Supervised:	0	Direct Reports:	0	Contractor/Others:	

4. Key Result Areas:

KEY RESULT AREAS
<p>General</p> <ul style="list-style-type: none"> Supporting the mission of the THIMUN Foundation and Qatar Foundation. Understanding of the THIMUN Foundation Administration Handbook and Rules of Procedure. Promoting ethical use of technology and e-Learning Assisting MUN Directors and students to develop personal skills in integrating technology into MUN programs Assisting THIMUN Qatar staff and student executive staff members to use technology efficiently in their jobs Reviewing THIMUN Qatar staff professional development objectives throughout the school year and working towards setting and achieving professional growth goals in technology for all staff Developing and implementing a plan for the continuing evaluation and improvement of the e-Learning with MUN programs Actively seeking new knowledge about a variety of advances in educational technology and e-Learning Assisting in promoting and delivering opportunities for teacher training Assisting with the production of THIMUN Qatar publications Developing and maintaining the THIMUN Qatar website Creation of social media campaigns for THIMUN Qatar projects, primarily Facebook and Twitter outreach and promotion Creation of Middle East MUN 'association' via Facebook and LinkedIn Supporting in the production and distribution of the THIMUN Qatar MUN newsletter Developing outreach and promotion of professional networks of MUN Directors/MUN Innovators on LinkedIn Creation of MUN educational materials (videos, podcasts, power-points apps) for distribution to MUN conferences and school programs Supporting electronic press team during THIMUN Qatar events

MUN Conference Management System

- Assisting in the creation, organization, and maintenance of a MUN Conference Management System which includes the use of a database, online registration, and resolution management services for THIMUN Qatar affiliated MUN conferences
- Providing regular professional development opportunities that support the use of the MUN Conference Management System and move all users towards independence in the integration into their conferences

O-MUN Coordinator

- Creation of O-MUN educational materials (videos, podcasts, power-points apps) for distribution to MUN conferences and school programs
- Assisting MUN Directors and students to develop personal skills in integrating technology into MUN programs in order to incorporate online activities in their MUN programs or conferences
- Coordinating with the director of O-MUN to support the hosting and monitoring of conferences, training of staff and student leaders and ensuring educational technology and debating standards
- Providing training sessions for Blackboard use for various O-MUN activities

Film Festival

- Promoting and marketing THIMUN Qatar student films through Youtube and entry into other international film festivals
- Organizing and producing visual presentations for the THIMUN Qatar-Northwestern Film Festival
- Developing training programs for the THIMUN Qatar-Northwestern Film Festival
- Actively engaged in outreach and the promotion of a organizing committee of MUN Directors and Film/Media Studies in the State of Qatar for the THIMUN Qatar-Northwestern Film Festival

5. Operating Environment, Framework & Boundaries:

The Technology Coordinator assists in the administration and implementation of policies and rules governing governing student participants and clients and must abide by the all Qatar Academy and THIMUN Foundation rules and regulations. He/she must abide by professional ethics.

6. Communications and Working Relationships:

- Students – student leadership program and co-planning events
- Regional MUN Directors – communication and support of regional MUN programs and conferences under the affiliation program
- Regional Heads of School - communication of programs
- Director of THIMUN Qatar - update and progress of issues,

7. Problem Solving & Complexity:

The Technology Coordinator should possess and demonstrate deep knowledge and skill in MUN programs, events planning and media relations. He/she should keep abreast with modern trends in technology, data management and events planning. In addition, he/she should be able to relate well to students, offer guidance and be a role model in a professional manner. Recommend and implement regulations and procedures that meet the approved philosophy of THIMUN Qatar and best utilize the financial, physical and human resources available to develop a program of excellence.

8. Decision Making Authority & Responsibility:

The regional coordinator makes decisions in conjunction with the Director of THIMUN Qatar and client MUN Directors within the THIMUN Qatar region. Any major decisions are referred to supervisor.

9. Knowledge, Skills & Experience:

- Have a demonstrated record of working with databases and database management
- Extensive experience with Java and Object Oriented Programming, Java Servlets and Tomcat, Eclipse Plugin Development
- Experience with the following programming languages: AspectJ (Aspect Oriented Programming), HTML, HTML5 Design elements, Javascript, Ruby, and CSS
- Experience with SQL and MySQL database and Linux server administration, including Apache and Tomcat.
- Experience in data manipulation, query input and data extraction, and querying databases for information. Preferably experience in sqlite3 or mongo db.
- Experience in managing a Blackboard online classroom
- Have a demonstrated record of instructional experience or experience in school using information technology, including online learning, that reflects knowledge of modern pedagogical practices
- Knowledge of supervisory practices and principles with the ability to manage multiple projects and work assignments from a variety of staff and student volunteers.
- Excellent interpersonal skills both in person and through telecommunications, with high professionalism.
- Skill in organization in order to coordinate several events simultaneously
- A willingness to embrace 21st century learning supported by appropriate information and communication tools to enhance e-Learning with a diverse client base.
- Understanding of Model United Nations programs

10. Approvals:

Statements in this Job Description are intended to reflect, in general, the duties and responsibilities of the position, but are not to be interpreted as totally inclusive.

Approved:	Signature:	Date:
Name:		