



**Applications now being sought for the position of
Director of Electronic Services
for the
Association for Science Teacher Education (ASTE)**

The Association for Science Teacher Education (ASTE) is seeking applications for the Director of Electronic Services (DES) Position. The duration of the appointment is 5.5 years beginning July 1, 2023 and ending January 30, 2029. The first six months of this term of service (July 2023 through January 2024) is a transition period during which the incoming DES will work with the outgoing DES; there is no compensation for this transition period.

The DES has the primary responsibility of ensuring that the electronic communications used by ASTE members are current and trouble free. In performing such duties, the DES works under the direction of the Executive Committee of the Board of Directors.

The DES should be a member in good standing in ASTE, experienced in technology, and have good organizational skills. Any current Director of Electronic Services is eligible to re-apply to continue in their role for the organization.

Responsibilities for the Position:

The Director of Electronic Services shall:

- Ensure that electronic communications supported by ASTE and used by members are current and function effectively.
- Maintain and ensure the integrity and functionality of the current ASTE website including selection of the web hosting service as approved by the ASTE President.
- Provide updates to the ASTE website as necessary and directed and approved by the President.
- Maintain and manage an online database of ASTE members with electronic access available to the President and Executive Director.
- Maintain and update the various internal listservs such as that for the Board, Presidential Team, various committees, etc.

- Create, manage, and update as necessary the electronic archives of ASTE documents to include documents such as newsletters, lists of award winners, the presidential line, yearly leadership positions, elections, and boiler plate information necessary to support the development of conference programs.
- Create, manage, and update as necessary the *Innovations in Science Teacher Education* journal website to support the journal editor(s).
- Maintain, monitor, moderate postings to the ASTE listservs.
- Post and manage job advertisements as approved by the President.
- Ensure that award nominations can be submitted via the ASTE web portal with access by members of the Awards Committee with associated security and confidentiality.
- Modify and/or develop technologies to help manage the organization and provide additional resources to the general membership and ASTE leaders as approved by the ASTE President.
- Develop and manage online membership and registration forms through a portal on the ASTE website with the ability to process online payments aligned with industry security standards in this regard.
- Develop and manage an online/web-based election system including managing nominations, allied supporting materials related to nominees along with access provided to these materials by the Election Committee with associated security and confidentiality.
- Develop and manage the system to support volunteer service by members with access to such by ASTE leaders with associated security and confidentiality.
- Work with the ASTE presidential team and other designees to organize and assist in running and managing the on-site conference office.
- Develop and manage an online/web-based conference presentation and workshop proposal system including access for reviewers, thread coordinators and the Conference Program Coordinator with associated security and confidentiality.
- Create the conference program, to be shared in draft form with ASTE leaders for approval and printing.
- Sign and uphold the terms of the ASTE conflict of interest form.
- Attend the annual conference in person.

- Attend all ASTE board meetings.
- Attend all Conference Planning Committee Meetings as an ex officio member.
- Write and submit semi-annual reports to the Board of Directors (2 per year).
- Communicate with ASTE leaders on issues such as the choice of a web hosting site.

Additional work beyond this agreement may be approved by the ASTE Board of Directors, but the maintenance of the overall functionality of the ASTE website, the *Innovations* journal website, and related electronic services are implied by this agreement and therefore exclude separate contracts and expenses related to such work.

Beyond the normal maintenance of systems prescribed above, all work detailed here shall be done in collaboration/consultation with the ASTE Presidential Team, Executive Team and/or Board of Directors.

Terms of Service and Compensation:

Once the transition period has ended, the compensation will be provided for the remainder of the contract (January 2024 through January 2029). The financial compensation for the DES is \$15,000 per year. The DES will also have travel support up to \$2,000 to attend the annual conference which is traditionally held in January.

Application Materials:

Interested persons should submit a full application to the Chair of the Director of Electronic Service Search Committee. Full applications for the position are due May 15, 2023 and should include:

- A cover letter of application in which you should describe your expertise relevant to the responsibilities listed above, as well as your vision for the position.
- A resume highlighting your expertise

Please format all materials as PDFs and send via email to:

William (Bill) McComas

Chair, Director of Electronic Services Search Committee

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