

## **Chief Information Officer (CIO)**

UW Business Ethics Association (BEA) is currently seeking motivated and ethical students to join the officer team for the 2017-18 school year! We will have openings for our Chief Financial Officer (CFO), Chief Information Officer (CIO), and Chief Operations Officer (COO) positions.

BEA's Chief Information Officer (CIO) is responsible for managing the communications and technology for the organization.

### **Responsibilities:**

- Create events and send reminders in [Facebook](#) and MailChimp
- Monitor BEA's email account
- Maintain and update BEA's [website](#) and Google Drive
- Keep track of attendance during weekly meetings
- Other tasks as needed

### **Qualifications:**

- Undergraduate student graduating June 2018 or later required
- Prior attendance at meetings and/or involvement with BEA preferred
- Experience with MS Office and Google Drive required
- Experience with web programming (HTML, CSS, JavaScript) preferred
- Experience with MailChimp or other email marketing platforms preferred
- Collaborative and reliable team player
- Effective verbal and written communication skills
- Self-starter with strong organization skills

To be considered for this position, please complete the officer application [here](#) and email your resume to [huskybea@gmail.com](mailto:huskybea@gmail.com). The application deadline will be end of day Friday, March 31st, 2017.