

# Important Announcement: PAID Opportunities.

## Florida TSA needs a few good people for State Conference positions.

These positions require more effort than a standard volunteer position, and therefore receive a *stipend* to partially compensate for the required effort and dedication on the part of the individuals taking on the responsibilities entailed of those positions.

**Position One: Judges' Manager (JM)**

**Compensation:** Stipend: \$1500 (maximum)  
Room and meal allowance during the State Conference

**Outline of Duties:**

*Prior to the State Conference* (starting in January):

- Recruit judges (3 for each of 83 TSA contests).
- Schedule those judges for those contests.
- Act as liaison between judges, coordinators, Conference Manager, and Executive Director.
- Maintain communications with judges prior to the conference.

*During the State Conference:*

- Greet and help prepare judges in preparing for their duties.
- Man the judges' room (7 AM – 10 PM daily).
- Be prepared for last minute problems (i.e.: judges who do not show up, late judges, and other conference related problems).

**General:** This position requires someone with an unflappable demeanor. The judges' manager must be able to remain friendly, firm, patient, and yet, persistent. This person will be representing Florida TSA and interfacing with industry and educational institutions, hence their ability to think, before reacting is extremely important. Due to the unpredictability of conference situations, a judges' manager needs a basic knowledge of the 83 TSA contests as they relate to judging tasks, skills, and time commitments. This person must be self-motivated, have great organizational skills, and take deadlines seriously.

For Addition Information Contact Harold Miner, Executive Director  
([hminer@USA2net.net](mailto:hminer@USA2net.net))

**To Apply:** Applications will be accepted by mail only. You may email your intentions to [hminer@usa2net.net](mailto:hminer@usa2net.net), but to be considered you must mail a hard copy of your resume and letter of intent to: Harold Miner, Executive Director

**Position Two: Computer Operation Manager (COM)**

**Compensation:** Stipend: \$500 (maximum)  
Room and meal allowance during the State Conference

- Outline of Duties:**
- Prior to the State Conference:*
- Work with the Executive Director several weeks prior to the State Conference organizing registration data.
  - Keep an updated contact phone list of contest coordinators/managers for the conference.
- During the State Conference:*
- Deadlines must be adhered to for printouts of finalists and postings of the finalist's printouts.
  - Keep an excellent audit trail of all contest data so results can be confirmed during and after the conference.
  - Be prepared for last minute problems.
  - Finalize the contact list of contest coordinators/managers in preparation for situations that might occur.
- After the State Conference:*
- Report to the Board at the May meeting with any challenges that were encountered and any recommendations for the next year.
  - Present to the Board and Executive Director a complete winner's report in various formats.
  - Reports can be presented in written form (attendance at the May meeting is not required).

**General:** This position requires an extremely organized person who is detail oriented. Due to the unpredictability of conference situations, a COM must have a basic knowledge of the 83 TSA contests as they relate to coordinators, contact numbers, and times and locations. This person must be self-motivated and take deadlines very seriously.

For Addition Information Contact:  
Harold Miner, Executive Director

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**Special Note:** If you are employed by a school system and will be at the conference on a professional leave status from your school, you may not be eligible to receive a stipend (this is due to some county's' rules not FL TSA's). Please confirm this with your administration prior to applying.