

Role: Tech/Logistics Support, Meta “We Think Digital” and SLC 2022
Start Date: 14th July 2022 - 31st October 2022
Employment Type: Part-time, short-term contract (4-8 hours a week, 4 months)
Location: Kuala Lumpur, Malaysia

OBJECTIVE

We Think Digital Student Competition is a program to build a movement of digital citizens equipped with the digital skills for the 21st century. The program spans 5 months with state-level and national-level competitions with 664 students currently involved at the state-level. In order to ensure a good experience for all participants and mentors, we need assistance to:

- Provide technical support at workshops and competition days
 - Assist students and mentors during workshop
 - Manage breakout rooms and Zoom links

Student Leadership Camp (“SLC”) is a collaborative project organized by TFM and Accenture. The main objectives of SLC are to practically develop leadership capacity amongst students and to instill design thinking skills amongst students.

Our first cycle of events will start by 23rd July - 20 August 2022. There will be three workshops in total and one pitching day in (totally, two virtual and two physical workshops). The outcome of SLC is Students will pitch their projects and receive funding to implement them in their schools. This opportunity is fully funded by Accenture. We need assistance to:

- Provide technical support at workshops and pitching day
 - Assist students and mentors during physical workshop by being at the venue
 - Manage breakout rooms and Zoom links during virtuals

DUTIES AND RESPONSIBILITIES

- Assist students and mentors during workshops
 - Monitor chat and other platforms for questions and concerns
 - Send relevant information and links to chat when needed
 - Admit students to Zoom call
 - Mute participants when needed
- Manage breakout rooms and Zoom links or Manage physical rooms in Conference Halls
 - Prepare breakout rooms before workshop
 - Open and close breakout rooms
 - Assist students and mentors to move into breakout rooms
- Assist the team where needed

KEY MEASURES OF SUCCESS

- All students and mentors are satisfied with the technical support provided
- Participants have a smooth transition to breakout rooms
- Participants have an overall smooth and positive experience of the workshops