UETN Technical Advocate Responsibilities

Purpose:

The role of Technical Advocate is established to better meet the regional technical needs of the education community.

Objectives:

- Coordinate between Higher Education and Public Education
- Develop deeper understanding of Regional configuration, i.e hardware, circuits, and better understand the regional environment, i.e Local Exchange Carriers, facilities, geography, etc.
- Understand regional projects and priorities.
- Communicate between UETN and Regional entities
- Facilitate Training and focus on technical issues.
- Be an advocate for the region at statewide and other planning events.

Duties:

- Provide staff support and ensure regional T-Forum meetings are occurring regularly (at least once a quarter).
- Ensure that the region has T-Forum co-chairs assigned.
- Communicate with co-chairs regarding UETN information, initiatives, activities.
- Develop a regional project list and make certain that projects are prioritized.
- Ensure documentation exists for regional configurations.
  - Insure that E-rate Letters of Agency are executed prior to defining needs for UETN procurement/contracting actions, where entity is not a public-school district's school. LOA's for all entity types are available here: http://www.uen.org/e-rate/letter.shtml
- Assist in identifying school/facility closures or moves, for the purpose of disconnecting unused circuits/services.
- Establish working relationships with the district, regional and higher Education technical managers and meet with these individuals regularly.
- Bring regional issues to the attention of UETN leadership.
- Identify regional training needs and establish/coordinate training opportunities.
- Ensure that the regional technical staff members are aware of security issues and are taking necessary measures to protect network assets.
- Meet with Librarians, and Charter School Directors in respective regions and the State Charter School Board to make them aware of UETN and open a path for timely communication and assessments of expectations.
- Use the network management tools to understand regional trends and report these findings to the regional staff.
- Meet with other advocates to share "how to" information.