



## **Adobe Connect Meeting Administrator Role Overview**

We are currently seeking an **Adobe Connect Meeting Administrator** that can coordinate and facilitate virtual meetings. This includes administering and optimizing for successful video meetings, webinars, and recordings. The candidate is expected to be proficient with webinar software functions and will be dealing directly with end users.

### **Adobe Connect Meeting Administrator Responsibilities:**

- Starts, monitors, and closes virtual meetings
- Schedules and coordinates virtual meetings
- Oversees meetings to resolve visual, audio, or screen sharing issues throughout the meeting
- Ensures good audio quality for live event meetings or recordings
- Communicates clear guidelines and instructions for users needing assistance
- Maintains a professional and effortless virtual meeting
- Confirms conferencing software functions properly for meeting attendees
- Performs real-time assistance during meetings
- Communicates effectively both verbally and in writing to technical and non-technical staff or clients

### **Adobe Connect Meeting Administrator Qualifications:**

- Minimum of 2 years of experience with meeting and event support
- Knowledge of webinar technology platforms (WebEx, Zoom, Adobe Connect, MS Teams, GoToMeeting)
- Knowledge of cloud and hybrid cloud computing technologies
- Experience with WebEx, Adobe Connect, Zoom, MS Teams, GoToMeeting software
- Bachelor's degree