



Administrative

1. Ensure that the Division's Web standards are met
2. Participate in Division Tech Staff meetings
3. Research and recommend hardware and software purchases
4. Procure necessary software and licenses to create and manage Web pages or to obtain contract services to create and maintain pages (includes design, graphics, and file management)
5. Facilitate interoffice Web content (for example, assist colleagues in uploading their own information to the site)
6. Coordinate URL requests through Distance Education & Technology Services (DETS)
7. Assist departments in Business Continuity and Disaster Recovery planning in relation to their Website

Technical

1. Manage hosted Web space (includes access control)
2. Update content on established Web pages
3. Restructure or redesign site
4. Repair broken links on Web pages
5. Maintain accessibility compliance
6. Monitor inbound links from related sites
7. Perform routine checkups to Web functionality
8. Plan and implement new content (pages or links)
9. Perform basic troubleshooting of common Web problems
10. Create backups of all online materials
11. Maintain archive of old Web information as outlined by University retention policies
12. Coordinate multi-user environment to avoid undoing prior changes
13. Establish change procedures for templates and new features
14. Assist in installation of any necessary software or hardware

Informational

1. Communicate and maintain Division and University Web standards, policies and procedures
2. Communicate administrative and technical updates to department administration
3. Communicate Web development and changes to staff
4. Subscribe to listservs related to Webmaster duties
5. Identify department's needs for utilizing the Web; communicate these needs to Division management and/or ETSS
6. Solicit office feedback on Website design and structure (via committee, email, etc.)

Professional Development

1. Maintain a clear understanding of the Division of Student Affairs goals and practice proper policies and procedures
2. Be knowledgeable and experienced with a variety of platforms, browsers and development software
3. Be knowledgeable of University policies, rules and regulations and industry best practices
4. Receive necessary training to complete these duties
5. Participate in Division and University workshops as needed for on-going professional development