

OMGA MG Webmaster

Advisor: Various

Directly Responsible To: OMGA Executive Board

Purpose: To inform OMGA Members of upcoming events, news, etc. as well as providing details of the organizational operations such as ByLaws and Policies.

Benefits Of The Position: Partner with OMGA Members. Possibly learn new software too;s. Immediate gratification by viewing the completed webpage. Apply creativity to webpage design.

Major Duties:

- Write the OMGA website.
- Attach photo's received from the Historian. Crop, resize for best web presence.
- Link events to our site in time for press releases.
- Coordinate links with our OSU OMGA website and features.
- Website is current and accommodates Email Distribution material.

Skills Needed:

- Computer skills – Use Microsoft Word, Adobe .pdf file converter, Excel and Powerpoint to load programs.
- Super Organizational skills and attention to detail
- Understanding of web design
- Ability to pick up software tools on your own such as Drupal and Macromedia's Contribute
- Communication – telephone, person-to-person, email.

Term: 2 years

Time Involved: 8 hours per month while maintaining site. New web content and pages take more time.