

## GSA WEBMASTER WANTED

The Webmaster assists the Graduate Student Association (GSA) Executive Committee, Staff, Senate, and GSA Clubs in maintaining online services and materials.

Candidates should possess these qualifications:

- Experience in the designing and maintaining of webpages
- Experience with Wordpress development, CSS, and PHP (or other similar web technologies)
- Ability to assist inexperienced students and GSA clubs in the maintenance of web services
- Should be comfortable with routine tasks on the Linux command line (adding users, managing permissions, etc.)
- **MUST** have paid student activity fee to apply

The Webmaster's responsibilities will include but are not limited to:

- Maintain the GSA server
- Develop, design, and maintain GSA website content
  - Act as content control manager to ensure message consistency for all GSA-related materials
  - Improve GSA website aesthetic design and usability
  - Maintain regular backups of GSA website content
  - Maintain a record of site traffic and comment traffic
  - Regularly update Wordpress, Wordpress themes, and Wordpress plugins
  - Install Wordpress themes and plugins as needed
  - When needed, apply PHP solutions for server side troubleshooting
  - When needed, supply CSS solutions for Wordpress site troubleshooting (removing Wordpress logos, altering existing Wordpress themes, etc.)
  - Maintain GSA Policy and FAQ pages, updating as needed
- Support GSA office staff with maintenance and posting of content on GSA site
  - Maintain office Wordpress user accounts
  - Assist and train office staff in using Wordpress
  - Post and manage content as necessary
- Support GSA clubs by managing web services
  - Create Wordpress sites on the GSA server for each GSA affiliated club
  - Maintain email or personal correspondence with GSA affiliated club webmasters
  - Monitor comments on club webpages
  - Manage permissions for Linux server user accounts of club webmasters
  - Assist and train student webmasters with connecting to GSA web services
  - Support clubs with maintenance of club Wordpress sites
- Hold office hours in the GSA main office (no fewer than 4 hours per week)
- Hold Personal Website Development and Wordpress-specific tutorials for graduate students
  - Present personal website development best practices to interested graduate students
  - Present Wordpress-specific best practices for GSA affiliated club webmasters
- Maintain GSA Editorial Assistance Service website
  - Working with current and future editing staff to ensure transition to online service is seamless
  - Creating a secure, stable workflow between graduate students and editors through the website
  - Promoting GSA editing services on the GSA website

- Update, format, and maintain GSA-related forms
  - Formatting GSA forms as editable .docx documents and uploading them to the GSA system
  - Working with the MDRF director to update and maintain MDRF application
- Support GSA staff with weekly emails to all graduate students
  - Provide content and display support for MailChimp emails
- Prepare an annual report of the status of the GSA online services
  - Summarize the successes, failures, and changes of the past year
  - Outline plans for improvements and expansions
  - Outline outstanding work and cost-benefit analysis of pursuing incomplete projects
- Prepare ad-hoc reports on the status of GSA web services to GSA Executive Committee as needed
- Attend all GSA staff meetings
- Act as the liaison between the Sub Board IT services and the GSA Executive Committee
- Facilitate transition of digital media access for GSA student staff and club representatives
- Other duties as assigned by the GSA Executive Committee

Any materials created during the job on Graduate Student Association facilities are property of the Graduate Student Association. Any software or hardware requiring a password to Graduate Student Association property must be provided to the Graduate Student Association Executive Committee upon modification or by request of the committee.

To be considered for this position, please attach to an email AS A SINGLE PDF the following:

- Cover letter describing your background, availability and interest
- Resume

Send it to [gsa-vicepresident@buffalo.edu](mailto:gsa-vicepresident@buffalo.edu) by July 3rd. Qualified candidates will be invited to interview mid-July. This is a stipend position in the amount of \$10,000 from August 1, 2017 to July 31, 2018 with an annual renewal/evaluation process.