<u>UAB Position Description</u>
Webmaster

Office Location:	1200 Talley Student Center
Phone Number:	(919) 515-5918
Report To:	Advisors, Program Assistants, UAB President

Requirements:

- Registered fulltime at NCSU during current school year;
- Minimum 2.5 GPA both semester and cumulative
- In good standing with the University, both academically and civically
- An active member of the Union Activities Board for at least six months
- Attend the Union Activities Board fall retreat

Major Tasks:

- Provide design support for the UAB website
- Provide technical support for the UAB website (knowledge of Content Management Systems, basic JavaScript, PHP and HTML, Adobe Dreamweaver, or other web development software, a plus)
- Maintain and update the UAB website and other social media regularly (i.e. Facebook and Twitter)
- Working with the Publicity Chair to promote awareness about events/activities
- Provide media support for all UAB events
- Attend UAB meetings and training sessions
- Complete a semester report

Skills Desired: Proficiency in Adobe Photoshop, proficiency in computer technology, strong written and communication skills, leadership, communication, delegation, negotiation, conflict management, motivation, and budgeting

Time Requirement: 5 hrs/wk

Pay Rate: $8/hr

Advisors: Rick Gardner, TJ Willis