

# WEBSITE COORDINATOR JOB DESCRIPTION

1. Serve as the clearinghouse for all documents that are to be coded for the website.
2. Submit information from Executive Board meetings that should be placed on the website.
3. Check website to verify that items are posted in a timely manner and to remove outdated information.
4. Follow up with Executive Board members on information to be submitted.
5. Post additions to the website on current PASC, leadership, and subject-appropriate articles.
6. Attend meetings of the Executive Board in January, March/April, August and at the state conference as an ex-officio member of the board.
7. Consult with the Publications Committee.
8. Maintain current online resources used by PASC, which may include training the Executive Board, staying current on new technology, and acting as a resource to the Executive Board.

## **Pennsylvania Association of Student Councils Website Coordinator Application** *(Deadline: Wednesday, February 15, 2012)*

Name \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone (\_\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_\_) \_\_\_\_\_

School (if applicable) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Email Address \_\_\_\_\_

*Resume Should Include:*

*Educational Experiences:*

*Technology Experiences:*

*Student Activity Experiences (in or out of school setting):*

*What do you believe that you could bring to this position and to your participation on the PASC Executive Board?*

**Return to PASC at, 224 Oak Park Road, Hatfield, PA 19446  
postmarked by Friday, February 15, 2012.**