

## **ELIOT INSTITUTE**

### **WEB MANAGER**

#### **SELECTION:**

**QUALIFICATIONS:** The Web Manager shall have experience in maintaining web sites, developing pages, be able to make changes using an HTML editor, view changes in a browser window, upload and download to the Internet server, communicate actively with other Web Managers concerning improved software and finally be available and responsive to the needs of Eliot Institute's Board of Directors.

#### **REMUNERATIONS:**

**GENERAL RESPONSIBILITIES:** The maintenance of a web site is broken down into two parts, "hosting" and "updates". "Hosting" includes both monitoring pages, links and graphics, as well as repairing problems when they occur. "Updates" involves adding pages, links and graphic and changing existing pages, links and graphics, as directed. The Web Manager is responsible for generally ensuring that all pages, links and graphics of the existing web site are open and working. This will include receiving input for users of the web site about inconsistencies or problems and repairing the web site, as necessary. The Web Manager will also update the web page from time to time, as related to changes in fees, adding new pages, removing pages, adding language to existing pages or making changes, as requested by the Eliot Board.