MITALUMNI

Volunteer Job Description
MIT Class Webmaster

GENERAL DESCRIPTION:

The webmaster is responsible for maintaining the class website. The webmaster will work closely with the other officers to determine what will make the class website informative and engaging. The webmaster then will work to implement this vision.

RESPONSIBILITIES:

- Creates and maintains a class website, linked to the Alumni Association pages, using Hivebrite
- Becomes familiar through training and usage with Hivebrite platform of online services (website, email, etc.) to facilitate classmate communications
- Updates class website on a quarterly basis, at minimum (More frequent updates are strongly encouraged!)
- Commits to being a member of the reunion committee

EXPECTED OUTCOMES AND TERM GOALS:

Create and maintain an engaging class website updated regularly

Have up-to date information on the website

QUALIFICATIONS:

It requires an interest in keeping the class engaged along with the willingness to learn the Hivebrite web design tool.

TIME COMMITMENT:

The time commitment will vary on the activities of the class, but in non-reunion years the time could be 1-2 hours per month. In reunion years, the commitment could be closer to 4-6 hours per month, increasing closer to the reunion.

TRAINING AND SUPPORT:

Hivebrite platform trainings, Alumni Leadership Conference programs, quinquennial Tech Reunions training webinars on reunion planning and use of Outreach Management Tool, other programs as needed.

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BENEFITS:

Opportunity to create a website that engages classmates and develop communication and digital skill sets.