

CHS Academic Boosters Web Master Job Responsibilities

Responsibilities

- Manage, Maintain/update Academic Boosters intranet/internet web site
- Upload meeting minutes every month after the monthly AB meetings
- Periodically make changes to the date/time/location information for Practice Tests (SAT, ACT, PSAT) and College Night event
- Review web site content periodically to ensure information is accurate and functioning correctly, the links are not broken, and pages are rendered properly
- Maintain the web page files in proper directory structure
- Maintain a backup of all files on a separate media other than the main computer. This is to serve as an emergency backup and/or disaster recovery
- Act as a liaison for AB and work with web hosting company (Dot5hosting) for any web hosting issues
- Work with the President to ensure that the annual payments for web hosting are paid to Dot5hosting, on time.