

## **Retired Faculty-Staff Association** **Information Technology / Webmaster Job Description**

The Webmaster's goal is to keep the RFSA website and Facebook updated with the most current information at all times and to continuously improve the site to make it easy (and enjoyable) for members to use.

Responsibilities:

RFSA Website:

- Website creation and maintenance
- Calendar updates (daily additions/deletions)
- Creation of pages for new events
- Photo archival and presentation
- RFSA Magazine archival and presentation
- Announcements and Latest RFSA news updates
- Archival of RFSA Board Member job descriptions, History, Constitution and other important RFSA documents

RFSA Facebook Group:

- Maintenance and monitoring of content (removal of anything objectionable)
- Membership approvals/rejections
- Posting of latest RFSA news and announcements

*Updated: 3/12/2024*