

## Radio Laurier Position Description: Web Editor

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**Job Title:** Web Editor

**Reports To:** Station Manager, Radio Laurier

**Position Description:** The Web Editor is responsible for the maintenance of Radio Laurier's website including, style, format and content.

**Application:** Please include some examples of high-quality websites, explain why you chose them, and what features would be most valuable to have on our website? Additionally, review Radio Laurier's current website and provide critiques, positives, and any of your goals.

**Responsibilities Include:**

- Adhering to the WLUSP Code of Conduct
- Attending all other meetings or conferences as required by the Station Manager
- Hiring, training and managing all Web Assistants
- Updating and maintain the website and its content
- Maintaining a record of Google Analytics to track website traffic
- Monitoring comments on the Radio Laurier website
- Facilitating workshops for Web Assistants
- Working with other Radio Laurier members in a respectful and inclusive manner
- Promoting synergy with other departments of WLUSP
- Any other reasonable duties as required by the Station Manager
- When using social media in regards to Radio Laurier or WLUSP, the staff member is expected to conduct themselves in a respectful and professional manner