JOBS DESCRIPTION
Part Time Staff

Position Title: Web Online Editor

Term of Office: September 1 to April 30

Supervisor: Executive, Managing and Production Editors

Remuneration: Refer to MSU Operating Policy 2.2 - Employment (Wages)

Hours of Work: 14.6 hours per week (minimum)

General Scope of Duties
The Web Online Editor is responsible for maintaining the functionality and aesthetics of the Silhouette’s website, managing the Silhouette’s website, online content and social media outlets.

<table>
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<tr>
<th>Category</th>
<th>Percent</th>
<th>Major Duties and Responsibilities</th>
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| Design of the Site        | 25%     | ➢ Work to improve the design of the Silhouette website in consultation with the Silhouette Board of Publication  
➢ Research work into new Web-based technology on an on-going basis and implement into the site |
| Supervisory Function      | 25%     | ➢ Assist the editorial staff in loading content to the website in an effective manner  
➢ Advise editorial staff on reformatting or rewriting content for web |
| Online Content Management | 40%     | ➢ Ensure that the website’s content is presented in a functional manner  
➢ Produce content (particularly News) for the website occasionally needed  
➢ Promote the website’s content through Facebook, Twitter and other channels.  
➢ Work with relevant editorial staff members on video projects |
| Promotion of Site         | 10%     | ➢ In consultation with the Executive Editor, conceive of and design advertising for The Silhouette  
➢ Negotiates with external web sites for linking to and from the Web site.  
➢ Promote the site as an alternative to the print format |

Knowledge, Skills and Abilities
- Experience in HTML conventions and Wordpress
- Experience in computing in general and Macintosh in particular a definite asset
- Knowledge of general office technology services and equipment an asset
- Editorial skills (i.e. editorial power to write and mount new copy)
- Creativity required to maintain the “fresh” quality of the site
- Self-motivation
- Social media literacy (Facebook, Twitter, Youtube, etc.)

Working Conditions
- Work in a cooperative environment, in close concert with the other Editors. As with the other Editors, the Web Editor has mandatory office hours
- Time demands may exceed stated hours of work
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Training and Experience
- Conducted in consultation with the Executive and Managing Editors to determine the amount of experience required for training.

Equipment
- Computer with web-based software.