Responsibilities

- Contact Amanda Stegmaier in the IT department (218-477-2605 or stegmaie@mnstate.edu) in order to gain access to develop or modify the student organization website.
- Design the student organization website appearance and navigation.
- Oversee website construction and maintenance.
- Generate, revise, and update web pages.
- Manage content, advertising, and marketing.
- Reply to user comments.

Suggestions

- Content placement can be part of a webmaster's responsibilities, while content creation may not be.
- The webmaster may also serve as the contact person for the student organization's email account.
- Attend Take the Lead sessions.
- Attend Leading the Way sessions.
- Attend the Annual Student Organization Assembly in the fall.
- Nominate for Student Organization Advisor, Student Leader, and Student Organization of the Month through the OSA.
- Join a committee.
  - Student Organization Advisory Committee (SOAC)
  - Student Activity Budget Committee (SABC)
  - Other MSUM committees