WE ARE HIRING
A WEBMASTER!

We are looking for a skilled webmaster to manage our organization's web presence. The webmaster will be responsible for maintaining servers and ensuring websites are functional, user-friendly, visually pleasing, and up-to-date. In addition, the webmaster would also look after Microsoft 365 for the organization.

To be successful as a webmaster you should be able to work well in a team, collaborating with managers, designers, writers, etc. In addition to your teamwork skills, you should also be able to work independently. As an exceptional webmaster, you should have excellent technical skills and a good understanding of creative online marketing.

Responsibilities

• Ensuring the website is up and running.
• Creating and managing Microsoft 365 Accounts for team members.
• Determining client website needs and requirements.
• Building and testing aesthetic, functional, and user-friendly websites.
• Coordinating with designers, content providers, and management or business owners.
• Implementing and ensuring website security and data protection.
• Maintaining, updating, and optimizing servers.
• Monitoring and analyzing site performance.
• Updating website content and reviewing SEO.
• Addressing and responding to user comments and complaints.

Qualifications

• Must be a student enrolled at the Memorial University of Newfoundland.
• Pursuing a degree in computer science or a related field is preferred.
• Intermediate to advanced knowledge of WordPress.
• At least 6 months experience with web hosting.
• Working knowledge of programming languages such as PHP, MySQL, HTML, CSS3, JavaScript and operating systems.
• Knowledge of website management tools.
• Online marketing and SEO skills.
• Knowledge of IT security.
• Good collaboration skills.
• Reliable and detail-oriented.
• Good communication and problem-solving skills.

Please send your resume to: themusepublications@gmail.com