

## About BioLabMate

BioLabMate is trying to replace conventional petroleum-based plastics from research labs and medical facilities with bioplastic meant to disappear when disposed of in soil. At Biolabmate, we are dedicated to harnessing the synergy between biology and technology, delivering cutting edge solutions and services to our esteemed clients in the biotech sector.

### Position: WebMaster

As a Webmaster at Biolabmate, you'll play a crucial part in ensuring our website provides a seamless and user-friendly experience for our clients, stakeholders, and partners. Whether it's updating content, troubleshooting issues, or assisting in the implementation of new features, you will gain hands-on experience in managing and enhancing a professional website in the biotech domain. To this end, we're excited to announce an opportunity for an enthusiastic Webmaster to join our dynamic team!

### Roles and Responsibility:

#### 1. Website Maintenance

- Ensure that the website is functional and operates without any glitches;
- Regularly update website content, ensuring that it remains accurate and current;
- Backup website data regularly and implement disaster recovery plans.

#### 2. Technical Troubleshooting

- Handle and resolve website issues, like broken links, slow page loads, and other technical problems.

#### 3. Design and Development

- Collaborate with designers and developers to create or enhance website visuals and layouts. · Implement new features, plugins, or scripts to extend website functionality.

#### 4. Google Analytics

- Monitor website analytics and generate reports on website performance, traffic, and user behavior.

#### 5. Security

- Ensure the website is secure from external threats such as hacking and malware.

#### 6. Liaison with Stakeholders

- Keep the team informed about website performance, analytics, and upcoming updates.

## 7. Budgeting and Cost Management

- Evaluate and select third-party tools or services to enhance website functionality and performance.

## 8. Training

- Create documentation or guides for website users or administrators.

### Qualifications:

- 3<sup>rd</sup> or 4th-year undergraduate computer science
- Deep understanding of Web Development, Information Technology, or a similar field.
- Understanding of HTML, CSS, and possibly some JavaScript.
- Familiarity with Content Management Systems (CMS) like WordPress and Wix.
- Some exposure to tools like Google Analytics, cPanel, or website builders can be advantageous.
- Keeping up-to-date with the latest web design trends, UX/UI principles, and web technologies.
- Strong analytical and problem-solving skills
- Excellent written and verbal communication skills

### Placement details:

- The duration of this placement is **80 hours/semester**
- Location: **Remote**
- Upon completing your placement, you will receive an **\$825** honorarium.
- Deadline to apply: **September 30, 2023.**