



Brock Business Students' Association Webmaster

Job Title: Webmaster

Job Location: Brock University, Faculty of Business

Number of Positions: 1

Post Date:

Reports To: Vice President – External Affairs

Company URL: www.brockbsa.com

Business Students' Association

The Business Students' Association (BSA) is the facilitating umbrella organization for all Faculty of Business Student Clubs (FOBSC). The BSA has restructured the student associations to better serve the student body and ensure the best results possible from each Faculty of Business event. The BSA's mission is to improve the quality of each business student's experience at Brock University.

Job Summary

The BSA Webmaster is responsible for the development, planning, implementation and administration of the BSA Website. The position will combine BSA directed goals and strategies, and will assist the team in working through the day-to-day Web related challenges. The individual will be a pivotal member of the BSA team with the role of overseeing the critical communication and promotional tool that is the Website, ensuring all paths lead to success.

Duties and Responsibilities

- Designing and updating all website communication for the BSA
- Managing BSA e-mail accounts
- Reporting to Vice President – External Affairs on a regular basis
- Responsible for accurate and ethical business practices within the BSA
- Attend regular BSA General meetings
- Other duties as required

Minimum Requirements:

- Must be a Full-time student enrolled in the Faculty of Business
- A minimum completed education level of 1st year university
- Must be in good academic standing
- Must be fluent in the English language
- Must be competent and have previous experience with website design and computer applications

Skills, Effort & Competencies

- Effective oral and written communication
- Thorough understanding of PHP and MySQL
- Think critically and act logically to evaluate situations, solve problems and make decisions
- Time Management/Punctual
- The ability to identify and suggest new ideas to get the job done – creativity
- Understand and contribute to the organization's goal
- Cooperative
- Seek a team approach as appropriate
- Self-motivated

Application Process

Please email a copy of your resume, cover letter, and transcript to Patricia Bernardo at vphumanresources@brockbsa.com by **February 19, 2012 by 1 pm**. If you wish to apply to more than one position, please send ONE application; indicate all positions in your cover letter.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.