

Role of the Client Web Content Coordinator

To implement the new model of broader yet structured Web responsibility across the university, each major client (e.g., school, division, department and other key site owners) will be asked to appoint a Web Content Coordinator who will be accountable for assigned Web duties, under the direction of the university's Web team of staff from University Marketing & Communications (UMC) and Information Technology Services (ITS).

Responsibilities: Serve as the liaison/key point of contact between his/her site and the university's ITS/UMC Web team to facilitate and advance a site development or redesign process, using university-approved design and content guidelines, and, over the long term, ensure continuing site maintenance. Other duties include: Effectively representing and communicating client Web needs during the development or redesign of new site components (e.g., content development and organization, site architecture, navigation, etc.); reviewing/approving concepts; obtaining site content materials and assisting in writing/editing content; developing and implementing a site maintenance plan and schedule to ensure updated content, links, etc.; participating in the new Web Content Coordinator Council (to be formed in the coming months) and other Web support activities.

Requirements: Coordinators must be highly knowledgeable about their units to provide appropriate guidance and review of project work flow, content organization, design, navigation and other site considerations, in collaboration with the Web team. Coordinators also must be authorized to approve changes quickly so the Web project can proceed in a timely manner. Technical Web and/or computer skills are not required.

Time commitment: During initial phases of site redesign or new site development, Web Content Coordinators will likely spend a minimum of 10-15 hours/week for up to 8 weeks. Timetables will vary, depending on site complexity. Ongoing site maintenance will be developed in coordination with the UMC/ITS Web team; weekly site review/updating, in cooperation with the Web team, will be required; time commitment again will vary, depending on complexity of site updates, new page additions, etc.

Contact: John Dreves, University Web Content Manager, UMC, jdreves@luc.edu