



WHEATON COLLEGE ALUMNI RELATIONS

Volunteer Job Description: Class Webmaster

RESPONSIBILITIES: Work with the Communications Coordinator to create a Class Web Page that expresses the unique identity and history of your class, using the template provided for you on the Alumni Online Community. Approve Class News items submitted online by your classmates.

DUTIES:

- A.** Prepare and add content to your Class Page template using the administrative tools of the Online Community. Be creative and consider content that your classmates would enjoy reading on your Class Page. Review other Class Pages for ideas of the type of content to include on each page.
- B.** Respond promptly to the email notifying you that Class News items have been submitted by classmates. Log into the Online Community administrative tool and review pending Class News items.
- C.** Edit Class News items so that they are grammatically correct and consistent with the [Terms and Conditions for Use of the Wheaton College Alumni Online Community](#) (e.g. classmates must refrain from using vulgarity in their news items).
- D.** If Class News items are appropriate, approve them using the administrative tool so they will be displayed on the Online Community.
- E.** Review the content of your Class Page on a monthly basis, and add fresh content as appropriate. It is especially important to keep your page up-to-date before and after your class has a reunion.

PERKS:

- A.** You serve as an important communications link between your classmates and with the College. As such, you will be one of the first to know about important events happening in the lives of your classmates.
- B.** You will have the loving regard of your friends and the Alumni Relations Office for your special role in keeping your fellow classmates better connected. ☺