Webmaster/Graphic Design Officer

ASG Webmaster/Graphic Design Officer:

• Shall oversee and actively update the San Diego City College ASG website and other online and electronic media.

• Shall be responsible for designing ASG flyers, banners and postings.

• Shall be the ASG liaison to the San Diego Community College District and keep the ASG website portion updated.

• Shall have one vote per issue on the ASG.

• Shall actively work with the Public Relations Officer and Public Events Coordinator to disseminate pertinent information in a timely fashion, via the ASG website, ASG social internet pages, and other online and electronic media.

• Shall serve on the San Diego City College Information Technology Council or, if a schedule in conflict exists and with the ASG President’s approval, shall appoint a replacement to ensure student representation on the I.T. Council.

• Shall have completed one or more Web Design or Graphic Design courses with a grade of at least a C or better.

• Shall log in and maintain not less than five office hours per week

• The Webmaster shall work within School and District Regulations regarding Web content and at the end of her/his term shall turn over all intellectual property, passwords, and legal incidence thereof to the ASG for the upcoming Webmaster.

• Shall give a written report At Board of Directors meeting of progress of ASG projects, committees, department in which the officer is assigned.

Clause 2

The ASG Website is the property of the San Diego Community College District and City College Associated Student Government.

Clause 3

The Webmaster/Graphic Design Officer shall receive a stipend of $100.00 per month while in office, not to exceed 1200.00 annually.