Pre-Dental Society

WEBMASTER POSITION

Hello there! If you have access to this document, then it most probably means you are the Webmaster!

Below is the minimum list of duties the WEBMASTER is responsible for to help the Pre-Dental Society maintain its integrity:

1) Keeping track of Attendances (Using SQL server) 2) Maintaining the PDS Website\*\*\* (WordPress, the server can/ may be changed at any point, in which case the Webmaster should seek out help from HuskyTech, UConn’s IT department etc.) 3) Communicating with the other officers to keep track of a member’s Active status (During officer meetings) 4) Organizing a file for Dr. Abbott (whoever is in charge of writing composite letters) to be delivered on an annual basis (Excel Sheet) 5) Communicating with PDS members (Listserv)