

Website Administrator

The Website Administrator manages the University of Arkansas Medical Sciences College of Medicine Parents Club website. Currently, we are using WIX for our website administration application.

Tasks Include:

- Ensure that the website is always available. Troubleshoot and fix when needed.
- Update and maintain website pages as requested
- Add/Update membership spreadsheet as members join or renew their membership.
- Provide board with suggestions for improving website design
- Attend monthly board meetings and provide status updates of any changes to the website
- Provide membership and donation contributions when needed
- End of year, send tax information to treasurer
- Other duties as assigned.