Website Coordinator

The Website Coordinator works closely with the AMATYC Office and Executive Board to coordinate and maintain the AMATYC Website.

Required qualifications

- Current AMATYC member with a Regular or Life membership
- Proficient written and verbal communication skills
- Proficient computer and technology skills
- Access to fast and reliable Internet service
- Well-organized
- Ability to learn new computer applications quickly
- Ability to respond to requests for website changes promptly
- Ability to work with colleagues and to provide leadership and vision
- Ability to take direction from and work with others cooperatively.

Preferred qualifications

- Experience with html, php, and other web based languages
- Experience with Adobe Photoshop or other graphic editing software
- Experience with Adobe Dreamweaver or other website management software.

Duties per Policy

General Duties

1. Ensure that all content of the AMATYC website has the prior approval of the Board liaison, in consultation with the President, and that the content conforms to website content policy.
2. Develop policies and procedures for Board approval for adding content and for updating existing content.
3. Maintain contact information on the website for Board members, the national office, committee chairs, affiliates, and conference chairs.
4. Maintain a web page containing each of the following:
   - Links to the affiliate websites
   - Links to affiliate conferences
   - Links to AMATYC Committee websites
   - Links to other mathematics professional organizations
   - Position announcements per policies
   - A job board
   - Links to existing AMATYC documents and publications
   - Up-to-date information about the Student Math League
   - Up-to-date information about the Student Research League
   - Up-to-date information about the Teaching Excellence and Mathematics Excellence award and awardee
   - Links to documents used by AMATYC leadership
   - Links to documents relevant to the AMATYC Delegate Assembly.
5. Maintain web pages for the annual conference:
   - Provide a link to the miniprogram for the annual conference
• Provide registration information
• Provide conference hotel information
• Publish conference exhibitor forms and materials
• Publish conference commercial presentation forms and materials.

6. Maintain a web page of position announcements per policies.
7. Publish on the website existing AMATYC documents as approved by the liaison, in consultation with the President.
8. Publicize AMATYC workshops and AMATYC-endorsed workshops.
9. Publish AMATYC public relations material on the website.
11. Include on the website announcements or other information that facilitates the mission of the Executive Board, national office, committees, affiliates, and annual conferences.
12. Maintain and publish a calendar of professional meetings, conferences, and workshops.
13. Publish advertising forms and materials. Web ads are to be posted on the 1st and 15th of each month (or the last business day preceding the date.
14. Post the AMATYC advertising packages, deadlines and rates on the AMATYC website by June 1 for the following year.
15. Review the list of FTP accounts each year during March to determine if they are valid and being used with the linked subdomain. A list of all apparently inactive FTPs and email groups/lists will be sent to the liaison and the President by April 1. The President in consultation with the liaison will confirm the deletion of the inactive FTPs.

Support Duties
1. Assist committees in electronically publishing material such as newsletters on the AMATYC website or other site as appropriate.
2. Provide technical assistance as requested to affiliates to establish or maintain affiliate websites.
3. Attend the annual conference and provide technical assistance as requested.

These duties are being reviewed and may change slightly.