

## **Job description of Director, WEPRO**

- Have overall responsibility for web design, web editing, campus news and e-journals, press meet, information in digital boards, display TVs, etc.
- Coordinate the activities of web office and server room
- Work with Officials, HODs, Coordinators, Technical staff, etc. to make regular updating in the web happen
- Edit the web content and reports of various departments / centers/ service units/ clubs to be uploaded periodically
- Identify and work with personnel for regular web designing
- Organize press meet for important events of the college
- Contact the press to get news of various departments published and telecast
- Help the departments to contact the press
- Liaise on regular basis with the security to screen the entry of the press persons into the campus
- Collect educational and motivational videos and provide them for display TVs
- Monitor information regularly uploaded in digital boards
- Prepare campus news both audio and video news on regular basis and air and broadcast it within the campus
- Prepare e-journals i.e Loyola Insider and Loyola Academic Newsletter on regular basis
- Prepare monthly reports for MNL
- Prepare flex banners to showcase Loyola in media to the staff and students within the campus
- Arrange workshops and trainings and talks in association with other departments and also individually on matters related to web enhancement and news dissemination
- Give direction to the web coordinator and server administrator for regular updating of information and monitor their daily routine.