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.