



Student Organization Webmasters

Resources

- [MSUM Information Technology \(IT\)](#)
- [Take the Lead](#)
- [Emerging Leaders](#)
- [Dragon tidbits:](#)
- [Student Leader of the Month nomination form](#)
- [Student Organization Advisor of the Month nomination form](#)
- [Student Organization of the Month nomination form](#)
- [Student Organization Advisory Committee \(SOAC\)](#)
- [Student Activity Budget Committee \(SABC\)](#)
- [MSUM Committees](#)
- [Annual Student Organization Registration](#)
- [Annual Student Organization Assembly](#)

Responsibilities

- Contact Amanda Stegmaier in the [IT department](#) (218-477-2605 or stegmaie@mnstate.edu) in order to gain access to develop or modify the student organization website.
- Design the student organization website appearance and navigation.
- Oversee website construction and maintenance.
- Generate, revise, and update web pages.
- Manage content, advertising, and marketing.
- Reply to user comments.

Suggestions

- Content placement can be part of a webmaster's responsibilities, while content creation may not be.
- The webmaster may also serve as the contact person for the student organization's email account.
- Attend [Take the Lead](#) sessions.
- Attend [Leading the Way](#) sessions.
- Attend the [Annual Student Organization Assembly](#) in the fall.
- Nominate for [Student Organization Advisor](#), [Student Leader](#), and [Student Organization](#) of the Month through the OSA.
- Join a committee.
 - [Student Organization Advisory Committee \(SOAC\)](#)
 - [Student Activity Budget Committee \(SABC\)](#)
 - [Other MSUM committees](#)