DIGITAL COORDINATOR

Last revised: February, 2024

COMMERCE STUDENTS' ASSOCIATION (CSA)

The CSA strives to enrich the undergraduate student experience at the I.H. Asper School of Business through unique events and professional development opportunities that foster meaningful relationships with the greater business community.

POSITION OVERVIEW

The Digital Coordinator works with the CSA's Marketing Portfolio to maintain a centralized web presence and coordinate digital signage content for the CSA. They manage the CSA website, CSA email lists, and file storage accounts.

POSITION RESPONSIBILITIES

- Ensure the CSA website is current and that all links and pages are functional
- Set up online ticketing forms on the CSA website.
- Coordinate with the CSA Executive Council and General Council to update pages that contain role and contact information.
- Work with the Merchandise Coordinators, ensure store merchandise and clothing is added to the CSA Website.
- Set up and manage email forwarders for positions that do not have a CSA provided email address.
- Manage CSA Portal for internal use by the CSA Council.
- Manage CSA applications intake website during election and recruitment periods for council and committee positions in consultation with Human Resources Coordinators.
- Manage renewals of all CSA domain properties.
- Manage CSA email and file storage accounts hosted by Google.
- Coordinate UMLearn announcements in collaboration with the Communications Coordinator
- Attend monthly CSA General Council Meetings.
- Promote and attend CSA events.

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LINES OF COMMUNICATION

- CSA Executive Council
- CSA General Council
- Event Planners
- Marketing Portfolio

SKILLS DEVELOPED

- Website management
- Domain management
- Email management
- Communication skills

POSITION DETAILS

Number of positions available: 1
Reports to: Vice President Marketing & Communications

COMMITMENT LEVEL

Summer 2024	Fall 2024	Winter 2025
Medium	Medium	Medium

High = 10-15 hours a week
Medium = 5-10 hours a week
Low = Less than 5 hours a week