Online Content Coordinator

Position Description
The Online Content Coordinator is responsible for developing and maintaining all aspects of the Student Government Association’s web presence. The Online Content Coordinator reports directly to the Associate Director for Communications.

Responsibilities
- Implement online content strategy of the Student Government Association.
- Write, edit, and proofread all site content for the Student Government Association website: [www.uh.edu/sga](http://www.uh.edu/sga)
- Ensure up-to-date and relevant online information regarding the activities of the Student Government Association by working closely with branch heads and SGA officers.
- Design and lead strategic online outreach campaigns regarding the activities of the Student Government Association.
- Monitor online analytics and effectiveness of online content strategy & provide regular updates regarding progress.
- Attend weekly departmental meetings and monthly Executive Staff meetings.
- Attend all SGA Senate meetings and events.
- Serve on at least one (1) University Committee.
- Any other duties as assigned by the Associate Director for Communications, Director of Public Relations and/or President.

Qualifications
- Exceptional Time Management and Organizational Skills
- Creative approach to problem solving
- Effective communication skills, both written and oral
- Ability to develop vast knowledge of the University of Houston
- Interest in policies and programs that affect college students and higher education in general

Requirements
- Good Academic & Disciplinary standing
- Hold minimum 10 hours/week of office hours

Contact
For questions or more information please contact the Director of Public Relations [sgapr@central.uh.edu](mailto:sgapr@central.uh.edu).