

Web Content Supervisor

Verification and Validation Lab

September 16, 2003

The Web Content Supervisor position builds credibility for the lab by maintaining the accuracy and timeliness of externally visible web pages. For many people, the lab web pages are the first impression of the lab's work. Accurate and timely content on web pages demonstrate that the lab is doing good research.

Expected Results

The following lists of information are kept up to date and accurate:

- Lab personel
- Calls for papers and proposals
- Lab publications
- the models database

Respond to Requests to add publications, models and experimental results to the models and publications datsabases. The lab web pages are kept in a CVS repository. A copy is checked out to the www-root directory.

A CVS repository of how to be a successful Web Content Supervisor.

Accountabilities

The Web Content Supervisor maintains the lab personel, calls for papers and proposals, publications and models databases. The Web Content Supervisor responds to requests to add publications, models and experimental results to the web pages. The Web Content Supervisor creates and maintains an operations manual which describes how to be a successfull Web Content Supervisor.

Evaluation Standards

The success of the Web Content Supervisor will be evaluated by how quickly and accurately the web pages are kept up to date and accurate, and how quickly new information from other groups is added to the web pages. In all cases, the information on lab web pages should be no more than one week out of date and requests to add information should be processed within one week.

The Web Content Supervisor will also be evaluated on how efficiently the required accountabilities are met. Innovative methods developed by the Web Content Supervisor for maintaining the content of lab pages that save time and effort will result in a more positive evaluation.

The Web Content Supervisor will be evaluated on how quickly the next Web Content Supervisor masters the position.