Primary Web Coordinator

Tasks

In order to increase the efficiency with getting your websites deployed in TERMINALFOUR, we are requesting that each College or Department designate a Primary Website Coordinator (PWC). We suggest that the PWC be the Web Manager of the College and the person who is able to respond to technical questions about your top level domain.

That individual is typically a Power User of the Channel. The goal is to prevent unauthorized changes to the website.

The PWC will:

- Serve as the liaison and be the single point of contact between the college and web services during the T4 approval process.
- Communicate and confirm proper T4 user roles to web content editors within their College/Department.
- Determine template, content types and page layout of the Website.
- Coordinate how the college or department’s third and fourth level domains will be established and communicate the information to Web Services.