

## Open Call National Web Project Administrator

Handles all the IT needs of ESN Finland. ESN Finland owns a cloud server and WPA is responsible for this task. WPA is expected to understand how to run a server.

Most important job of the WPA is to maintain a healthy dialogue with sections that lack IT positions/knowledge. Not everybody understands IT and the WPA should have skills to explain sometimes complex technical situations to sections in a simple and clear way.

On top of the duties common to all the NB members, the WPA position requires you to:

- Maintain, update and upgrade the ESN Finland's website and also other sections' multisites under ESN Finland Server.
- Manage server, update, fix, maintain resources, stay under budget etc.
- Manage Slack. Help sections with using Slack, sign up, optimization (integration of services etc)
- Manage the e-mail accounts belonging to esnfinland.eu and also administrate ESN Finland ML and ESN Finland LR ML (add/remove emails, approve pending messages)
- Moderate the discussion groups.
- Help National Communication Manager with social media related platforms. (such as Instagram, Facebook, Twitter etc)
- Follow/Join IT Committee for updates to ESN IT Tools/Software.

Should you have any question about the position, you can always approach our current Web Project Administrator at [burak.yirmibesoglu@esnfinland.eu](mailto:burak.yirmibesoglu@esnfinland.eu) or [webmaster@esnfinland.eu](mailto:webmaster@esnfinland.eu)

