

Site Maintenance Crew

A UFA Government Job

Requirements

- Must be a citizen of the UFA for 15 days or more
- Must have working knowledge of Google Sites
 - Free training available for those who are unfamiliar for the platform
 - You may also look up a brief tutorial on YouTube or figure it out yourself if you are a fast learner
- Must be frequently available
 - We understand that you will not be available 24/7, but you must be able to check in at least once every two weeks, on national holidays, and/or for important government announcements.
- Must have a Google account
 - Must not be a school or work account
 - We may be able to find workarounds for this

Description

When you accept this job, you are a Maintenance Official. You will be assigned a website, or multiple if you have extra time and determination. It is your task to maintain the quality of that website by correcting grammar and spelling errors, changing or removing out-of-date statistics, adding images where relevant, expanding content if applicable, and customizing the site's appearance.

Every two weeks, you will be asked to submit a report to the Maintenance Office. You must verify that you have checked the website that week and that the latest and most accurate version of the site has been published. Any significant changes that you make to the website (e.g., changing the text's font or color, adding a new page, deleting a section) must be logged, but minor spelling and grammar fixes or inconsequential changes to the site's layout should only be logged if they are funny or interesting.

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