

A. SLA Connect Community Administrator

The SLA Connect Community Administrator manages the Unit's Connect community, which is used to disseminate information and promote activities relative to the Unit, as well as to build community and engagement among Unit members.

Duties:

1. Serves as a member of the Advisory Board.
2. Maintains the Unit's online community.
3. With notice from the Unit's Membership Committee, welcomes new members to the community.
4. Publicizes instructions on how to build a profile, connect with members, start a discussion, post a reply, upload a document to the library, and maximize the usage of the online community for all members.
5. Keeps community discussions active and engaging through posting seed questions and replying to unanswered posts.
6. Monitors posts in the community and immediately addresses any discussions that go against [SLA Connect's Code of Conduct](#).
7. Explains system rules to members of the community, if needed.
8. Notifies the Board of problems with postings to the list that are defamatory, abusive, threatening, or illegal. The Community Admin is responsible for suggesting to the Board any corrective actions that need to be taken.
9. Reports any errors or problems with the operating software to the SLA IT Director
10. Receives and distributes messages from SLA to members of the community, such as events, promotions, campaigns, etc.
11. Shares from SLA's Career Center any jobs that are relevant to the Unit either geographically or by industry, and links to the Career Center.
12. Prepares a report of activities for each Board meeting.