

WRAC Governance Guide

Titles and Responsibilities

Content Creation Undergraduate Interns [x2]

- Content creation
- Writing
- Web publishing

Technical Research Assistant (RA) [x1]

- Idea generation
- Content creation
- Writing
- Editing
- Web publishing
- Content approval

Faculty Supervisors [x2]

- Recommendations
- Editing [occasional, high-level]
- Oversight

Procedure by Role

Intern and RA Tasks

- Review suggested content or brainstorm latest department news
- Research potential ideas/nominations
- Write suitable content for style of post
- Share with RA for review
- Publish final content to social media

RA Tasks

- Approve the idea behind the content
- Give guidance/recommendations
- Edit content for clarity, style, & grammar
- Share with Faculty Supervisors for final approval
- Publish final content to website

Faculty Supervisor Tasks

- Give final approval of content
- Return content to Interns and RA for publishing

Common Content

Student/Faculty Spotlights

- Name
- Major/role in program
- Overview of experiences
- Recent projects
- Photo

News articles

- Hook
- Content
- Headings
- Quotes
- Photo

Lookbook

- Statements
- Quotes
- Photos
- Design elements

Workflow

