

Adding Faculty and Staff Directories to your Webpage




As you add employees, make sure they are listed alphabetically by last name. This will make it easier for website visitors to find who they are looking for.

When using headings, you should add multiple Employee Profile components for each group. Example is grouped by heading “President” and “Vice President”.

Body Content

...

Content blocks that make up the main body of the page.



 President
 Vice President
Add content 

This is what it will look like:

President

Dr. Cynthia Pemberton

President




 208-792-2216
 clpemberton@lcsc.edu



Vice President

Dr. John Test









Vice President of the Dogs

 208-792-2231
 warrrior@lcsc.edu
 ADM 2A











You can pick to display the contacts either vertically or as columns. Stick with one style. Columns would be used to get more profiles added to one page. Vertical can be used when you have less than five profiles.

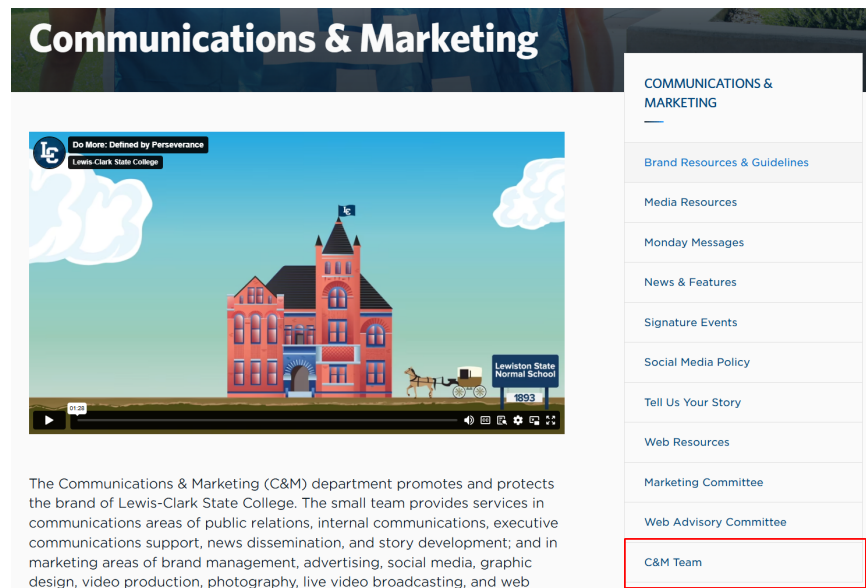
Vertical View:

Hailey Denton Web Coordinator	 208-792-2070  hadenton@lcsc.edu  ADM 2A	
Dr. John Test Vice President of the Dogs	 208-792-2231  warrior@lcsc.edu  ADM 2A	

Column View:

Hailey Denton Web Coordinator  208-792-2070  hadenton@lcsc.edu  ADM 2A		Dr. John Test Vice President of the Dogs  208-792-2231  warrior@lcsc.edu  ADM 2A	
--	--	---	--

Your staff page should be listed at the bottom of your menu of pages. If need be, use the sort option to rearrange your pages.



Communications & Marketing

- COMMUNICATIONS & MARKETING
- Brand Resources & Guidelines
- Media Resources
- Monday Messages
- News & Features
- Signature Events
- Social Media Policy
- Tell Us Your Story
- Web Resources
- Marketing Committee
- Web Advisory Committee
- C&M Team**

The Communications & Marketing (C&M) department promotes and protects the brand of Lewis-Clark State College. The small team provides services in communications areas of public relations, internal communications, executive communications support, news dissemination, and story development; and in marketing areas of brand management, advertising, social media, graphic design, video production, photography, live video broadcasting, and web

Creating a New Faculty & Staff Webpage

To add an employee profile list (Faculty and Staff Directory) to your page you will first need to create a new page on your site.

Recommendations for page name:

- For Division Offices: Faculty & Staff
- For Student-facing offices such as Admissions or Student Counseling: Meet the Staff
- For Staff-facing offices such as Physical Plant: Staff Directory
- Do not call your page 'IT Staff', the visitor already knows they are on your page.

Add the component "Employee Profile List":

The image shows a screenshot of a web editor interface. On the left, there is a sidebar with the heading "Body Content" and a description: "Content blocks that make up the main body of the page." Below this, there is a red-bordered box containing the text "Employee Profile List" and "Insert a list of employee profiles." In the main editing area, there is a dashed blue border representing a content block. Inside this dashed border, there is a red-bordered box with the text "Add content" and a small icon of a document with a plus sign.

The Headline will be used when you want to group your contacts. Do not state 'Staff Directory' or any other similar iteration in this headline. This categorizes your staff into sections like 'Adjunct', 'Faculty', 'Division Chair' or 'Admissions Specialist', 'Processors', 'Office Staff.'

Employee Profile List

Content

Headline

Label for the profile list.
Useful when breaking profiles into groups. Ex. "Office Staff", "Faculty", "Adjunct"

Profiles

Add

Display as vertical list?

Useful when listing only a few profiles. Longer lists should continue to use the two-column layout.