**UPEI Student Union**

**Job Description**

Job Title: Yearbook Editor

Reports to: VP Finance

Position Type: Student Staff (Must be a full time student)

Work Location: WA Murphy Student Centre

Start Date: As soon as possible

Compensation: $62.53 per week

Hours: 5 hours per week

The Yearbook Staff is responsible for coverage of all activities, sports, and events relevant to student life necessary for the yearbook.

##### Responsibilities include:

* + Maintain contact with Sub-Organizations, other campus groups, sports teams, Athletic Department, and the VP Student Life, for information to be included in the yearbook;
	+ Collect information and material necessary to complete pages;
	+ Maintain regular office hours;
	+ In collaboration with the Photographer, coordinate group photos;
	+ Aid in yearbook layout

Other Information:

* The Yearbook Staff will work under the supervision of the Yearbook Editor

Qualifications & Skills:

* Active in the University community
* Strong communication skills
* Able to meet deadlines
* Knowledge of work processors and InDesign CS
* Excellent organizational skills

Deadline for application is **4:00pm on January 22nd, 2021**. To express interest in this role, please direct your application form, resume and class schedule in confidence to:

UPEI Student Union Hiring Committee via email: hiring@upeisu.ca or in person at the Student Union office.

*Only applicants that have completed the application requirement will be considered for the position. Only those selected for an interview will be contacted.*