



## UPEI Student Union Job Description

Job Title: Yearbook Staff  
Reports to: Yearbook Editor  
Position Type: Student Staff (Staff training will be August 24, 2022)  
Start Date: September 2022  
Compensation: \$61.52 per week for 30 weeks  
Work Location: WA Murphy Student Centre

### Organization Overview

Founded in 1969, the UPEI Student Union is the oldest incorporated student organization at the University of Prince Edward Island. With over 5,000 members, the UPEISU provides a range of services, including health and dental plans, funding, event programming, a campus pub and more. The UPEISU is unique in that it is the primary student advocacy organization on PEI; in other provinces, this responsibility is managed by a dedicated provincial advocacy group.

### Position Purpose

The Yearbook Staff Member is a student employee of the UPEISU who works with and is accountable to the Yearbook Editor. The Yearbook Staff will be responsible for creating and designing the UPEI yearbook. The Yearbook Staff is responsible for coverage of all activities, sports, and events relevant to student life necessary for the yearbook.

### Job Responsibilities

- Maintain contact with Clubs & Societies, 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
- Aid in yearbook layout

### Job Specifications

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

### Additional Information

- For the successful candidate there will be mandatory staff training on Wednesday, August 24<sup>th</sup>, 2022,

Deadline for application is **4:00 pm on August 12<sup>th</sup>, 2022**. 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](mailto: 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.*