

Yearbook and Prospectus Editor

Job Description



Title of Position	Yearbook and Prospectus Editor
Portfolio	VP Marketing Portfolio
Position Summary	The Yearbook and Prospectus Director is responsible for the creation and distribution of the Sauder student agenda for the 2012/2013 school semester. They will also be responsible for creating and distributing annual yearbooks to the student body in Sauder. It is crucial for the Director to be creative and persistent in the creation of the yearbook, as well as achieving the sales target through organized and effective marketing.
Time Commitment	<ul style="list-style-type: none"> • May and June are the crucial months. During those two months, at least 12hours/week is needed. • Start sending out emails as early as April is helpful – before everyone leaves for their holiday • Must be available during Summer.
Term of Employment	May 2014 - May 2015
Main Responsibilities	<ul style="list-style-type: none"> • Creating and distributing the annual student agenda in a timely manner • Liaising with faculty, staff, and student groups to create a handbook with the highest utility • Liaise with CR Team Director to get the sponsorship advertisement in promptly
Qualifications	<ul style="list-style-type: none"> • Familiarity with Adobe InDesign, Illustrator, & Photoshop is a must • Good time management and goal setting skills • Organization skills • Photography skills is an asset
Major/Specialization	<ul style="list-style-type: none"> • Ideal position for those majoring in: Marketing and Graphic Design
Anticipated Learning Outcomes	<p>The Yearbook and Prospectus Editor will be able to develop and improve time management skills by working with deadlines throughout their term. The incumbent will also have opportunities to use and develop skills in (but not limited to) the following areas:</p> <ul style="list-style-type: none"> • Leadership and team management; Experience in time management • People-oriented problem solving • Working in fast-paced environments while delivering a quality product
Application Process	<p>To apply, complete our online application form (http://forms.cus.ca/view.php?id=17) and upload a single PDF document that includes:</p> <ul style="list-style-type: none"> • A one-page resume outlining your most relevant experiences • A cover letter describing: Why you want to be involved in the CUS and why you think you would be an excellent candidate for the position. <p>Name the PDF document as per the naming convention YP_Lastname_Firstname.pdf. Please contact the HR Director at richard.wong@cus.ca should you have any questions.</p>