



JOB DESCRIPTION

Position: Yearbook Assistant

Reports to: Vice President Advancement

Position Summary

The Santamarian Yearbook is a student-led and student-driven annual publication that highlights notable campus events and initiatives, in addition to commemorating graduating students in each academic year. The primary purpose of this position is to support the Vice President Advancement in the completion of the yearbook.

The Yearbook Assistant's job may include, but is not limited to, writing paragraphs for the book about special events, sports, etc., helping in the planning and organization of the book, graphic design and layout, photography and attending events if necessary. The successful candidate should have strong interpersonal and writing skills. Other skills that are an asset include: computer and organizational skills.

Duties **will** include the following:

1. Acquiring information about prominent campus events and initiatives.
2. Helping to coordinate athletics team photos, residence floor photos, SMUSA staff photos, and any other required photography.
3. Providing honest feedback about pages and layout.

Duties **may** include the following:

1. Writing articles for the yearbook, including a review of the school year.
2. Graphic design and layout.
3. Attending on-campus events.
4. Other responsibilities as assigned by the Vice President Advancement.

This position does not have a set number of hours since completing the yearbook is a project; this position is salaried at \$750.00, with half withheld until successful completion in June.

Please apply by emailing your application to info@smusa.ca with the subject line **"Yearbook Assistant"** no later than **4:00pm on Monday, October 29, 2018**.

Applications must include a **one-page cover letter**, accompanied by your **resume**, and must include **one reference**. Any questions regarding this job posting may be addressed to Karla Hodge via email.