

AVONDALE STUDENT LIFE LEADERSHIP POSITIONS

Position: Student Publications Editor

Supervisor: Student Life Co-ordinator

POSITION PURPOSE:

The Student Publications Editor will be responsible for overseeing and co-ordinating the development, editing and publication of the student orientated print and online publications such as *Voice* and *The Jacaranda*, for the Lake Macquarie and Sydney Campuses.

KEY RESPONSIBILITIES:

- Responsible for the overall management of Student Publications and application of working processes.
- Responsible for editorials and upholding editorial criteria of Avondale student publications.
- To work collaboratively with The Student Publications Assistant Editor and The Student Publications Graphic Designer.
- Ensure all content aligns with Avondale's mission, vision, values and ethos.
- Submit all editorial plans and content to Student Life Co-ordinator for pre-approval before printing can go ahead.
- Hold regular meetings with Student Publications team.
- To participate in and contribute to ASL events e.g., Orientation welcome team.
- Attend ASA meetings.

RELEVANT EXPERIENCE:

The position requires a passion and commitment to writing, good people skills and excellent communication skills. The Student Publications Editor will have strong organisational skills, be highly motivated and eager to learn.

- Preferably would have some experience in working in and/or coordinating a team
- Leadership skills
- Team development and empowerment skills
- Background and skills in journalism and communication

PERSON SPECIFICATION:

- Uphold Avondale's mission, vision, values and ethos
- Strong people skills
- Ability to work as part of a team and equally well working independently
- Good communication skills
- Needs to be a highly dedicated, organised and trustworthy person

KEY OUTCOMES:

- Provide opportunities for students to be involved in editorial content, expressions on viewpoints and provide articles that depict student life on Lake Macquarie and Sydney campuses.
- Ensure effective planning and co-ordination of *student publications*.
- Publish a minimum of two issues of *Voice* per semester.
- Publish the year-end annual *Jacaranda* Yearbook.

REMUNERATION:

The remuneration for this position is four hours paid each week during the semester (up to 13 weeks).