

AVONDALE STUDENT LIFE LEADERSHIP POSITIONS

Position: Student Publications Assistant Editor

Supervisor: Student Life Co-ordinator

POSITION PURPOSE:

The Student Publications Assistant Editor, in consultation with the Student Publications Editor, will be responsible for the student orientated print and online publications such as *Voice* and *The Jacaranda* for the Sydney and Lake Macquarie Campuses.

KEY RESPONSIBILITIES:

- To work collaboratively with The Student Publications Editor in seeking student-written contributions to publish, and contributing written content when requested.
- Uphold the editorial criteria of Avondale student publications.
- Along with the Student Publications Editor, assist in managing all printing arrangements.
- Ensure all content aligns with Avondale's mission, vision, values, and ethos.
- To participate in and contribute to ASL events e.g., Orientation welcome team.
- Attend Student Publications team meetings.

RELEVANT EXPERIENCE:

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

- Preferably would have some experience in working in a team environment.
- Leadership skills.
- Team development and empowerment skills.
- Background and skills in journalism, and good communication skills.

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:

- To follow deadlines in producing student publications.
- Ensure effective planning and co-ordination of student publications.
- To act in place of the Student Publications Editor when required.

This position is for one year as The Assistant Editor, and the following year, The Assistant Editor is appointed as *Voice* Editor for continuity of the publication.

REMUNERATION:

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