

The UPEI SU Student Newspaper Production Editor

1. Job Description
Responsible for the layout of The UPEI SU Student Newspaper.
Supervisor: The UPEI SU Student Newspaper Editor-in-Chief
2. Job Specifications
 - A. Computer skills;
 - B. Artistic and creative skills, and;
 - C. Time management skills.
3. Job Duties
 - A. Maintain ten (10) office hours per week;
 - B. Co-ordinate layout of the newspaper;
 - C. In conjunction with the Business Manager, receive and confirm ads;
 - D. Submit articles;
 - E. Attend weekly staff meetings, and;
 - F. Attend conferences as required.