

Yearbook Activities Editor

1. Job Description
Responsible for coverage of all activities and events relevant to student life necessary for the yearbook.
Supervisor: Yearbook Editor
2. Job Specifications
 - A. Active in the University community;
 - B. Strong communication skills;
 - C. Able to meet deadlines;
 - D. Knowledge of word processors and InDesign CS, and;
 - E. Excellent organizational skills.
3. Job Duties
 - A. Maintain contact with Sub-Organizations, other campus groups, and the Vice President Activities for information to be included in the yearbook;
 - B. Collect information and material necessary to complete pages;
 - C. Maintain regular office hours;
 - D. In collaboration with the Photographer, coordinate group photos, and;
 - E. Aid in yearbook layout.