



JOB POSTING – CAPER TIMES LAYOUT EDITOR

Number of Positions: 1

Competition Number: CTAS-0830

Employer: CBU Students' Union

Closing Date: August 25, 2017

Reporting To: Caper Times Editor-in-Chief

Purpose: The CBU Students' Union is currently seeking an individual to fill the position of Caper Times Layout Editor. This position is designed to obtain a consistent online presence for our business.

Specific Responsibilities:

- Responsible for web updates
- Responsible for creating the paper's online layout
- Responsible for up keeping Caper Times' social media pages in creative ways, with the help of other staff.
- Attend weekly staff meeting
- Other activities assigned by Caper Times Editor-in-Chief

Qualifications:

- Must be a member of the CBU Students' Union as outlined in By-law 1.01 and registered CBU Student prior to September 23rd 2017
- Excellent communication and organization skills
- Knowledge of Microsoft Suite and Adobe Creative Suite
- Capable of operating office equipment (fax machine, photocopier, etc.)
- Ability to work in a team setting as well as individually
- Ability to work under strict deadlines
- Strong English skills would be considered an asset
- Creativity is an asset

If you are interested in this position please send your cover letter and resume no later than 4:00PM on August 25th, 2017 to Jordan Gracie, Chair, Caper Times Publishing Board using the information at the bottom of this ad, or via email at su_vpfo@cbu.ca. The Students' Union is an equal opportunities employer.

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