



Design and Layout Co-Editor

The New College Council is currently looking to fill the position of the Design and Layout Co-Editor. The following are the details of the position:

Position Title: Co-Editor (Graphic, Text, Layout)

Position Type: Temporary Part-Time

Remuneration: TBA

Work Term: Immediately– May 1st, 2011

Location: York University – Keele Campus

Reports to: Student Success Programs Assistant, Office of the Master

Number of Positions Available: 1

The New College Council (NCC) represents all New College students at York University's Keele campus. Our mandate is to support the pursuit of quality, accessible education, the struggle for students' rights and the provision of services in a safe, accessible and equitable university environment.

Responsibilities:

The functions of the Design and Layout Co-Editor embrace a broad range of roles and responsibilities. As such, it is important to note that not all functions are contained within this description, As such, specific roles and responsibilities allocated to this position include, but are not limited to the following:

- Be concerned with issues related to New College and its community
- Take a leadership role in the aesthetics and layout of the magazine
- Organize content and articles in a methodical fashion
- The Office of the Master expects **no more than a 24 hour** turnaround in responding to communications be it via e-mail and/or phone with the Office of the Master

Skills needed:

- Able to develop a strong relationship with the New College community, including council, clubs, faculty, staff and students
- Experience in newspaper related positions an asset
- Able to work in a fast paced environment with demanding deadlines
- Able to work both independently and in a team setting
- Must have knowledge of campus and York community

- Public Relations experience an asset
- Must be comfortable with general computer software, knowledge of InDesign is required
- Photography skills or knowledge would be an asset
- Strong written communication skills

Interested applicants should submit:

1. An up to date resume
2. Provide a portfolio of related sample work. (Past assignments, flyers, etc. are acceptable.)

Please email your application to ncc@yorku.ca. In the subject line of the email, please quote the position title you are applying for.

The deadline is **Wednesday, February 16, 2011 at 11:59 p.m.** If you have any questions, please email ncc@yorku.ca