

	Acadia Students' Union Job Description	
	Section: GV-2018-08	Pages: 3
Position: Axe Yearbook Coordinator		
Location: SUB 511 Department: Student Life	Reports to: Vice President Student Life and General Manager	Coverage: Incoming Coordinators

1.0 Axe Yearbook

Every year, the Acadia Students' Union publishes its own yearbook, the Axe Yearbook. The yearbook is written and designed entirely by students, under the leadership of the Axe Yearbook Coordinator. Candid shots of students, events, residences, clubs, as well as grad photos are all a part of the book – it's a great way to look back on your amazing year!

2.0 Coordinator Position Overview

The Axe Yearbook Coordinator acts as the team leader and coordinates and delegates responsibilities to selected team members in the compiling, organizing, and editing of photos for the yearbook according to negotiated deadlines. The Axe Yearbook Coordinator also communicates and cooperates with the publishing company representatives, and leaders of other campus bodies throughout the year (until at least April or until all deadlines are met).

3.0 Key Position Requirements

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.

- i. Shall attend all scheduled meetings with the ASU Vice President Student Life;
- ii. Shall hold a minimum of three (3) regular office hours per week;
- iii. Shall enforce the Axe Yearbook's constitution;
- iv. Shall organize and facilitate regular meetings of the organization;
- v. Shall oversee and sign all reimbursements and/or purchase orders of the organization;
- vi. Shall present a monthly report to the ASU Vice President Student Life;

- vii. Shall oversee officers in the performance of their duties;
- viii. Shall design the Axe Yearbook using creativity and imagination;
- ix. Shall design and layout ads for inclusion in the Axe Yearbook;
- x. Shall ensure that the information featured in the Axe Yearbook is accurate and conveys a positive image for the ASU;
- xi. Shall solicit and collect information for publication, including information and pictures pertinent to student life;
- xii. Shall ensure that each event featured in the Axe Yearbook has a description and/or write-up of at least 75 words;
- xiii. Shall promote use of the Axe Yearbook within the ASU;
- xiv. Shall coordinate the flow of information generic to Axe Yearbook;
- xv. Shall ensure that at least ¼ of all pictures have a caption or names;
- xvi. Shall liaise with the publisher to ensure proper and effective communication regarding the publishing of the Axe Yearbook, including dates of publication and deadlines;
- xvii. Shall adhere to publication deadlines set by the Editor and the ASU Vice President Student Life together;
- xviii. Shall perform at least two (2) hours of transition with the incoming coordinator before the completion of the academic year of their term of office;
- xix. Shall liaise with the ASU Advertising Manager regarding the placing and quality of advertising within Axe Yearbook;
- xx. Shall submit a report upon completion of the Axe Yearbook to the ASU Vice President Student Life.

4.0 Events and Activities

The Axe Yearbook Coordinator works with the Members of the Acadia Students' Union Executive, Internal Organization coordinators, department managers, and numerous student leaders regarding ASU-sponsored events, activities, and promotions to collect images for the Yearbook. They also work to maintain a collaborative relationship with photographers who are either directly part of Yearbook staff, or related with other student bodies to collect pictures of campus events.

5.0 Miscellaneous

The Axe Yearbook Coordinator works to develop and execute creative plans for the marketing and promotion of Acadia Axe Yearbook, maintain social media accounts on various platforms to raise awareness of the Axe Yearbook and communicate with on-campus and off-campus students, faculty, etc., and develop and execute creative plans for improving the Axe Yearbook for the incoming Axe Yearbook team.

6.0 Statement of (Minimum) Qualifications

Education

- Must be a full-time or part-time student enrolled in studies at Acadia University during the 2018/2019 academic year;

Skills

- Strong organizational, time management, and communication skills;
- Demonstrated ability to respond creatively and actively under pressure;
- Programming and event planning skills;
- Experience in project planning and collaborative activities;
- Experience both working as part of an effective team and independently

7.0 Attachments

None