

approved

STUDENT LABOR POSITION DESCRIPTION

Chimes

Most Recently Updated 03/05/99

Position Title: Editor
Must work 15 hrs/wk.

I. Grade Level: Unclassified

II. Description:

A. The following are the essential duties for the Editor of Chimes:

1. Supervises the staff in technical production of the yearbook; decides on specific styles for the yearbook production and edits for errors in the layouts of designers
2. Has a firm grasp of the computer programs needed in yearbook production
3. Accomplishes administrative work as needed
4. Communicates with the yearbook staff effectively
5. Conducts weekly labor meetings with primary labor staff on Thursdays at 4:00 PM; also conducts a second labor meeting with the whole staff (all will have input in scheduling this meeting)
6. Plans a weekly meeting with Faculty/Staff Advisor
7. Performs other job-related duties as assigned

B. the following are *possible additional* duties for this position:

1. Help to monitor the Chimes budget
2. Assist with clerical duties
3. See that the workplace and environs are clean

III. Learning Opportunities:

- A. Computer programs
- B. Supervisory and leadership experience
- C. Interpersonal skills through working with diverse groups on campus

IV. Basic Qualifications

- A. General: Artistic or creative talents; an eye for attractive layouts and photographs
- B. Skill: Previous experience in working with a yearbook at the high school and/or college level
- C. Physical: NA
- D. Academic: Good standing

V. Desirable Qualifications:

- A. Patience
- B. Initiative; ability to meet deadlines
- C. Willingness to learn and the desire to create a yearbook that documents life at Berea College for the students

VI. Narrative Summary:

Student supervised the staff in production of the yearbook. Student is skilled in the computer programs required for making a yearbook. Student communicated with the staff effectively, while the student did the necessary administrative work. Student led weekly labor meetings with both the primary staff and the Faculty/Staff Advisor. Student also monitored the Chimes budget and performed other tasks as needed.