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|  | JOB DESCRIPTION  Part Time Staff |

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| **Position Title:** | ***The Silhouette* Distribution Coordinator** |
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| **Term of Office:** | September 1 to April 30 |
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| **Supervisor:** | *The Underground Manager* |
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| **Remuneration:** | Refer to MSU OPERATING POLICY 2.2 - EMPLOYMENT (WAGES) |
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| **Hours of Work:** | 8 hours per week |

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| **General Scope of Duties** |
| The Distribution Coordinator is responsible for distribution of the Silhouette weekly newspaper throughout the academic year. |

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| **Major Duties and Responsibilities** | | |
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| **Category** | **Percent** | **Specifics** |
| Distribution | 85% | * Ensure that the Silhouette newspaper is distributed to newspaper racks in a timely fashion on campus, downtown Hamilton, and Westdale Village * Follow a regular re-stocking schedule through the week * Restock newspaper racks on campus as necessary |
| Other | 15% | * Reporting to Underground Manager on upkeep of racks, concerns, ideas, etc. * Reporting circulation statistics |

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| **Knowledge, Skills and Abilities** |
| * Must possess a valid G license * Must be able to life up to 50lbs repetitively |

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| **Working Conditions** |
| * Working in indoor and outdoor climates |

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| **Training and Experience** |
| * University Risk Management Training (provided) |

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| **Equipment** |
| * Golf Cart * Gloves |